

EMERGENCY SCHOOL CLOSING

| DATES (Adopted/Revised) | GUIDE WORDS |
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| Adopted August, 1973 Revised August, 1975 Revised September, 1976 Revised March, 1988 Revised June, 1989 Revised January, 1990 Revised November, 2004 | Bomb Threat Civil Defense Closure (school) Communication (emergency) Disaster Evacuation Fire Drill Instruction-Safety Parent Information |

Determination of Need

After having contacted resources such as law enforcement agencies, the weather service and pre-identified monitors, the Transportation Supervisor will determine road and weather conditions and report findings and recommendations to the Superintendent or designee for a determination to implement closure or an alternative schedule. Cold weather closure will be considered when the temperature falls below -20 degrees Fahrenheit including wind chill.

In the event of emergency conditions such as power failure, heating equipment failure, the Supervisor of Buildings and Grounds will report and make recommendations to the Superintendent or his designee for a determination to implement closure or an alternative schedule.

Notification of Students and Staff

After a decision has been made to implement an alternative schedule, the Superintendent or designee will notify local radio and television stations and ask them to broadcast the decision.

School administrators and central office staff will be notified through the District's COMMUNICATION LADDER (See the District Emergency Procedures Handbook or Administrative Guidelines 6112A). If it is not possible to notify an individual assigned on the COMMUNICATION LADDER, assume their calling responsibility.

Should an emergency occur when District personnel and when telephones cannot be used, the TELEPHONE OUTAGE COMMUNICATION LADDER will be used (See the District Emergency Procedures Handbook or Administrative Guidelines 6112A). During inclement weather, staff should listen to early morning broadcasts. Each school should have a cell phone emergency ladder for those who own cell phones.

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Principals should notify parents and students that announcements regarding alternative schedules will be carried by local television and radio stations. All principals shall provide an information bulletin to parents which includes the information in the EMERGENCY PROCEDURES--PARENT INFORMATION bulletin (from Procedure 6112) and request that parents maintain this information in a convenient place.

Extra-Curricular Activities

In the event school is cancelled, all extra-curricular activities or practices will be cancelled unless continuance is authorized by the Superintendent or designee. Staff members in charge of activities which may be cancelled must notify other Districts affected by our district's closure.

Staff Work Requirements

When schools are closed due to emergency conditions, no school employee shall be required to report for duty except those required by the Superintendent or his designee.

The following staff shall report for duty:

1. Principals (Report in A.M.)
2. Warehouse Foreman
3. Custodians with Snow Removal & Building Security Duties
4. Maintenance & Operations Coordinator
5. Grounds Crew
6. Climate Control Specialist
7. Payroll clerks on key payroll days
8. Transportation Coordinator/Supervisor
9. Dispatcher

If hazardous conditions make it unreasonably difficult for above staff to report for duty, the immediate supervisor may excuse staff and see that responsibilities are covered.

Principals and custodians may be excused from work when the safety and welfare of all students are reasonably assured and school facilities are secure. In addition, head custodians and maintenance personnel with snow removal duties may be excused from work when their emergency assignments are fulfilled.

Those required to report shall receive personal leave time as compensation on an hour for an hour basis, to be used at a time that is approved by the individual's supervisor. Comp time will not be provided for people who are not required to report for duty, but who voluntarily do so.

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EMERGENCY PROCEDURES--PARENT INFORMATION

The safety of school children is a prime concern of School District No. 25. There are times when emergency conditions exist and, for the safety of students, school should not be held. To expedite efficiency and safety we provide the following guidelines:

I. PARENT BASIC RESPONSIBILITY

The basic responsibility for the welfare and safety of each child remains with the family. Parents should assess their own individual circumstances and determine whether or not it is safe for the child to proceed to school.

II. SCHOOL CANCELLATION WHILE STUDENTS ARE AT HOME

Should emergency conditions raise serious doubt about the safety of students traveling to and from school, school will be cancelled or an alternative schedule will be announced before the buses commence picking up students in the morning. The decision to cancel school or initiate an alternative schedule will be made by the Superintendent or designee in consultation with support staff.

1. SCHOOL CANCELLED BY 6:00 A. M. School will be held unless a decision is made to cancel. When a decision to cancel is made, announcement will usually be made by 6:00 a.m.
2. PUBLIC ANNOUNCEMENT Once a decision to cancel school has been made, the District will notify radio and T.V. stations and ask them to broadcast the information. PLEASE DO NOT CALL THE BROADCAST STATIONS OR THE SCHOOL DISTRICT. PLEASE LISTEN FOR THE ANNOUNCEMENT ON RADIO OR TELEVISION.
3. EXTRA-CURRICULAR ACTIVITIES In the event school is cancelled, all extra-curricular activities or practices will be cancelled unless continuance is authorized by the Superintendent or designee.

III. EMERGENCY WHILE STUDENTS ARE AT SCHOOL

If emergency conditions arise while students are at school, the school day may conclude early and students be released to return home on the regular bus routes which will operate on an early schedule.

1. ANNOUNCEMENT If the decision is made to conclude school early, radio and T.V. stations will be notified.
2. STUDENT ACCESS TO HOME It is the family's responsibility to ensure student access to the home or other pre-arranged accommodations to assure his/her safety. It is the District recommendation that each family make plans for its own family emergency procedure.

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3. DISMISSAL In the event that a disaster should occur during the school day such as an earthquake, toxic gas leak, fire, etc., the principal, after consultation with the Superintendent, shall determine whether or not students and staff members will be dismissed from the school campus. Students will remain at school in the custody of school officials unless it is determined that dismissal from school is in the best interest of the students.
 - A. Regular dismissal bus routes will be followed if children are dismissed to go home.
 - B. Radio and T.V. stations will be notified to make public announcement.
4. KEEPING STUDENTS AT SCHOOL Should the emergency condition be such that retaining students beyond the normal departure is warranted, school personnel will:
 - A. Notify radio and T.V. stations to make public announcement.
 - B. Continue appropriate supervision until the emergency condition is abated.

PARENT DECISION As indicated above, the Superintendent with staff assistance, will make decisions concerning emergency conditions. However, circumstances may vary throughout the District. If parents determine that the welfare or safety of a child is best met by not sending him/her to school, they should exercise that prerogative.