

Emergency School Closure/Activity Postponement

The superintendent or designee shall decide if the emergency conditions warrant closure of one or more individual facilities, delayed opening or postponement/cancellation of scheduled activities.

1. Delayed Openings

- a. In the event of delayed openings, all district administrators, building administrators and school secretaries (or other designated classified office staff members assigned by the principal) will report to work at the regular times.
- b. Kitchen workers will continue to report at their regular times. The secretary, driver trainer and dispatcher in Transportation will also report at their regular times. All pupil transportation vehicle drivers will delay their reporting times by the amount of time that opening of school is delayed.
- c. All other 10-month classified employees will report to work 20 minutes before students report.
- d. Ten-month classified employees will not be paid for time lost due to delayed openings. They may elect to use personal leave time for this purpose.
- e. Twelve-month classified employees will report at their regular times.
- f. The superintendent or designee shall determine which additional staff will be required to report for work.
- g. If opening is to be delayed more than one hour, morning kindergarten sessions will be canceled.

2. Closure/Early Dismissal

- a. The superintendent or designee shall determine which facilities will be closed.
- b. If closure is limited to one or more individual facilities, no employee of the closed facility shall report to work except as may be required in a., b., and f. above.
- c. The superintendent or designee shall determine which staff are required to work.
- d. If conditions warrant delayed opening or early dismissal, the superintendent or designee shall decide the opening and closing time.
- e. When early school closure occurs, all students and all staff will be dismissed at times determined by the superintendent or designee.

3. Activity Postponement or Cancellation

- a. Closure of school facilities, when limited to individual facilities, may result in postponement or cancellation of activities during the time of closure.
- b. When a districtwide closure of school facilities occurs, all games, activity practices and all other school activities will be postponed or cancelled.

- c. When weather or other adverse conditions could threaten the safety of students, staff or the public, the superintendent or designee may order the postponement or cancellation of all activities for the school(s), area(s) or region(s) affected.
- d. When closure at an individual school facility occurs, all community activities scheduled in that facility will be cancelled.

4. Compensation

In the event of a districtwide closure of one or more days, employees not required to report to work will be compensated as per the agreements between their respective associations and the district.