

Snake River School District #52

INSTRUCTION

2210P1

Weather-Related School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 AM and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

Notification of Emergency Closures:

Parents and employees should watch for school closure information between the hours of 6-8 a.m. (If schools dismiss early, the media will air the announcement as soon as possible.) The notifications will be sent out by PowerSchool alerts via phone call, email, and texts and on the District's social media. Local television/radio stations will also be contacted.

Media Announcements:

One of the following messages could be aired by the media:

"School Will Be Closed" In this event, a school closure will be broadcast by the local television and radio stations after 6:00 a.m. This could be for individual schools or a District-wide closure. All announcements are for one day only.

"Schools Will Start Two Hours Late" If this occurs, it will be announced by 6:00 a.m. with a message such as "Snake River School District will start two hours late." If this happens the buses will arrive at the student's bus stop two hours later than normal and school will start two hours later than normal. The schools will dismiss at the regular time and the bus will bring children home at the regular time. Parents should not bring their children to the school buildings before 8:00 a.m. and drop them off because there is a possibility that building will be closed due to weather or some other event and there would be no one to take care of the child.

"Schools Will Dismiss Early" When schools are closed and students are returned home earlier than usual, it could lead to situations that are not safe for the children, such as being locked out of their home or being in a house alone. School principals and their staff are encouraged help train their students to have a family plan in place in case of an early dismissal. For example, notices could be sent to parents in student handbooks or at the beginning of winter advising them of the following: "For your child's health and safety, please be prepared for bad weather and

school closures. Dress your child in warm clothing during bad weather. Make advance arrangements with neighbors, babysitters, or daycare for your child's care in the event the school bus is late or your child arrives home sooner than usual because of early school dismissal. Tell your child in advance what to do in such circumstances and leave instructions with the child's school.”

Bus Routes and Busing Conditions That Cause Late Arrival to School: The Transportation Supervisor shall monitor the road conditions with the help of the bus drivers, County road officials, and other sources and will advise the Superintendent or designee so an informed decision can be made regarding school closures or bus route conditions. A bus driver will use his/her best judgment when driving a route and will call for assistance if necessary before driving on a road that may be “snowed in” or closed for other reasons. Every effort will be made to keep students safe. Parents may be asked to meet their students at bus stops or at alternate locations when buses are running on emergency schedules. If a student is not able to get to school or is late for class because their bus was not able to pick them up or was late getting them to school, the student will be allowed time to make up school work. In this situation, students will not be marked tardy.

Extra-Curricular Activities

Weather-related closures of school also cancel District activities automatically for that particular day. This applies to all non-school groups scheduled to use school facilities on that day. All other activities, including activities sponsored by the Idaho High School Activities Association and junior high activities, will be decided by the superintendent and principals at each building. Cancellation of activities will be on a case-by-case basis. Parents have the ultimate responsibility to decide whether or not they want their child to travel due to weather concerns. There will be no adverse action taken if a student is not able to participate in a practice or activity held on a snow closure day due to a weather-related hardship.

Work Schedules and Responsibilities for School Closures

Superintendent: Only the Superintendent shall have the authority to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Superintendent.

Central Administrative Personnel: Central administrative personnel shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional hours may be required, especially of the maintenance supervisor, business manager, and personnel director, depending on the nature of the emergency.

Building-Level Administrators, Non-Teaching “Exempt” Personnel, and Key Support Staff: All building-level administrators and non-teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one secretary, insofar as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school (in the event that school has been closed) is properly and safely

cared for and returned home. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day shall then adjust his or her work year by memorandum to the Superintendent by the number of hours not worked on the day or days of school closure.

12 Month Classified Employees: In the event of a school closure, 12 month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Superintendent. Building secretaries and secretaries to the key central administrative personnel who are required to be on duty are expected to report for duty. If a 12 month classified employee is unable to or does not report for duty, the employee shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Ten and 11 Month Classified Employees: Ten and 11 month employees may report for duty or not report for duty as directed by their immediate supervisor or Superintendent. If such employees do not report for duty, they shall complete a District leave request form to declare the day as either personal leave, vacation, or leave without pay.

Aides, Food Service Workers, and Other Nine Month Classified Employees: These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, nine month employees should not report for duty unless otherwise directed by their immediate supervisor or the Superintendent. Nine month employees shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Teachers, Including Teachers, Librarians, Psychologists, and Counselors: If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Procedure History:

Promulgated on: June 20, 2022

Revised on: March 15, 2023

Reviewed on: