

West Bonner County School District

INSTRUCTION

2210P

Weather-Related School Closure Procedure

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 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

When schools are closed for emergency or inclement weather closing, the district department heads and principals have the discretion to call in certain employees.

Every building and/or department will develop emergency closure procedures and job responsibilities for emergency days that will be posted in each building and reviewed annually by principals and supervisors.

In the event the State requires the district to make up days that are missed, each employee will work his/her regular schedule without additional compensation. If an employee is unable to work on the scheduled make up day, pay will be deducted from his/her paycheck in that pay period, unless the employee is on sick leave or has a planned personal leave or vacation leave day.

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 not be expected to report for duty on their assigned shifts in the event of any school closure. However, the Maintenance Supervisor shall be expected to report for duty in the event of any school closure insofar as is safely possible. When the situation has been stabilized, the personnel who reported to work may choose to return home.

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 (1) 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 per district policy. 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.

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. When the situation has been stabilized, the personnel who reported to work may choose to return home. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

10- 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. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

Aides, Food Service Workers, and Other 9-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, 9 -month employees should not report for duty unless otherwise directed by their immediate supervisor or the Superintendent. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

Teachers (Teachers, Librarians, Psychologists, 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: March 14, 2007
Revised on: March 12, 2008
Revised on: July 12, 2011
Revised on: August 19, 2020