

Intermediate District 287

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UNIFORM PROCEDURE

SUBJECT: Emergency Closing and Program Cancellation Procedure

RELATES TO POLICY SERIES: Facilities Use & Planning

SUPPORTS POLICY#: FUP 100

DATE CABINET APPROVED: November 1, 2014

REVISION DATE: November 1, 2014

FUP 3020 Emergency Closing and Program Cancellation Procedure

Purpose

The purpose of this procedure is to inform staff of the process that the District will follow in the event that conditions warrant closing district sites or cancelling student programs.

Official News Sources

The official news source for closings and cancellations is the District website: www.district287.org. All information will be posted on the homepage and updated as decisions are made. Although WCCO will be notified, and District-wide notification messages will be sent to clarify and reinforce the website messages, it is the responsibility of staff to be informed via the District website and to check it frequently as conditions change.

General Guidelines

1. **DECISIONMAKING AUTHORITY:** The Intermediate District 287 Superintendent or official designee has sole authority to close district sites or cancel student programs. The Superintendent will give staff a directive to either report to their assigned site or, if necessary, take leave OR to not report.
2. **SITE CLOSURE** (neither students nor staff should report to that site): The Superintendent's action to close a District site(s), including leased sites and those owned by other entities (including Care and Treatment and HTC), would cancel student programs held there and indicate that District staff whose only assignment(s) is/are in that site(s) should not report and do not have to take leave for the day.

Staff who are assigned to more than one site are expected to report to any sites that are open. Weather conditions may dictate different decisions for different sites.

3. PROGRAM CANCELLATION (staff should report or take leave): The Superintendent's action to cancel student programs means that those programs will not serve students, but does not mean that the site is "closed" to staff. District staff whose primary site assignment is that site should report to the site or enter their absence into the Districts' absence reporting system.
4. DISTRICT-WIDE NOTIFICATION (Connect-ED): In general, if all District sites are to be closed, the Superintendent or designee will provide District-wide notification of the closure to staff. If a specific site or sites are closed, the principal(s) or designee(s) will inform those staff affected. In all cases, principals will be responsible for notifying affected students and parents.

Specific Staff Guidelines

1. ITINERANT REPORTING: Itinerant staff members are to report to any districts to which they are assigned that are open.
2. FACILITIES REPORTING: Facilities maintenance workers, skilled facilities maintenance workers, and facilities operations managers are considered "critical staff" and should make their best effort to report at their assigned sites. Facilities department staff will contact the principal of their site and their immediate supervisor if their attendance is not possible. Critical staff unable to report at their assigned sites must also enter their absence into the District's absence reporting system.

Responsibilities Summary

1. Staff are responsible for checking the District's website and making sure that all contact information is accurate in MyView.
2. Staff who have questions about if and where they should report should contact their supervisor for clarification.
3. Site principals/administrators are responsible for following the direction of the Superintendent and communicating this direction to their staff, students, and parents via the District-wide notification system.
4. The Transportation Department must follow the direction of the Superintendent or official designee and communicate with transporting districts.