

## **CLOSING OF SCHOOL**

### **POLICY**

It is the policy of the Board of Education that school may be closed due to

- (a) inclement weather conditions which make driving unsafe;
- (b) other conditions such as power failure, water main breaks, or other natural or human-caused disaster; and
- (c) other reasons which are in the best interest of the safety and well-being of students, staff and the general public.

Closing of school means that classes for students are cancelled or postponed for a period of time.

It is also the policy of the Board of Education that the Superintendent, and/or his or her designee(s), shall make the decision regarding the closing of school, or the declaration of a non-work day. In determining the closing of school, consideration will be given to current road conditions, weather forecasts, and the decisions made by the sending school districts which provide transportation. In determining the declaration of a non-work day, consideration will be given to severity and duration of the inclement weather, District obligations to adult students and other clients, and staffing requirements for prearranged events.

School closings shall be reported to selected radio and television stations in the Tulsa Metropolitan area at or before 6:00 a.m. for daytime programs and at or before 2:00 p.m. for evening programs. To verify school closing, contact 828-5001.

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### **PROCEDURES**

The purpose of these procedures is to establish a set of written guidelines to follow in order to implement the Board of Education policy on Closing of School. When it becomes necessary to consider closing of school, the following procedures shall be followed:

#### **SECTION I. AUTHORITY TO CLOSE SCHOOL**

- A. The Superintendent, and/or his/her designee(s) shall make all decisions regarding continued school operations, the closing of school and if necessary the declaration of a non-work day or non-work shift for employees. Closing of school means that classes for students are cancelled or postponed for a period of time determined by the Superintendent. A non-work day or non-work shift means that employees duly notified of same, are placed on paid administrative leave and will not report to work for a period of non-work time determined by the Superintendent.
- B. In the absence of the Superintendent, the Associate Superintendent shall have the authority to close school and declare a non-day or non-work shift if necessary.

#### **SECTION II. NOTIFICATION TO THE MEDIA**

When school is closed, selected radio and television stations shall be notified by telephone that school has been closed. The office of the Superintendent and the Director of Marketing Communications shall compile a list of stations annually with appropriate phone numbers and codes and notify the stations of the names of those administrators authorized to close school.

#### **SECTION III. REASONS FOR CLOSING SCHOOL**

##### **A. INCLEMENT WEATHER**

- 1. When weather conditions significantly increase the risk of travel, school may be closed. Consideration will be given to current road conditions, weather forecasts and the decisions made by the sending school districts which provide transportation.

2. Decisions will be made on a daily basis. For evening or night classes, a decision will be made by 2:00 p.m. or earlier if possible. For daytime and weekend activities, the decision will be made and reported to the media on or before 6:00 a.m. each day. If possible, the decision will be made on or before 9:00 p.m. the day before closing school to allow adequate time to inform the media.

**B. NATURAL OR HUMAN-CAUSED DISASTER AND OTHER REASONS**

When conditions such as fire, explosions, tornados, power failure, etc., cause school to be closed, the procedures outlined under inclement weather will be followed.

**SECTION IV. EMPLOYEE RESPONSIBILITY FOR REPORTING TO WORK**

**A. CANCELING OR POSTPONING CLASSES**

1. The District, upon decision by the Superintendent, may cancel or postpone classes due to safety concerns for students and employees traveling to or from work. These decisions will be made in a manner to afford all students and employees as much notice as is possible. The reasons for canceling or postponing classes is normally related to inclement weather, however, other reasons may exist as well.
2. A decision to cancel or postpone classes or delay opening of campuses or administrative offices is **not** synonymous with declaring a non-work day or non-work shift. Unless the Superintendent or his designee so declares a non-work day or non-work shift, all employees (including instructional personnel) are expected to report to their normal assignments at their regular or delayed time as declared by the Superintendent.

**B. NON-EXEMPT EMPLOYEES AND INCLEMENT WEATHER**

1. Non-exempt employees who do not report to work at the normal reporting time, or at a time designated by the Superintendent, shall upon approval of the immediate supervisor, be allowed to make up this time within the current or next pay period, or take personal business leave or vacation leave for the time missed.
2. Upon approval of the immediate supervisor, non-exempt employees will be allowed to make up missed time due to inclement weather within the current pay period. Employees may also request approval to take

personal business leave or vacation leave for the time missed. Sick leave may not be used for this absence.

**C. EXEMPT EMPLOYEES AND INCLEMENT WEATHER**

1. Exempt employees who do not report to work at their normal time, or at the time designated by the Superintendent, must communicate by telephone with their supervisor and advise the specifics of their situation. Even though exempt employees are not paid by the hour, there are certain expectations to maintain District hours of business. Failure to meet these expectations, without good reason and without approval by the supervisor, may be considered unsatisfactory performance.
2. Exempt employees need not report approved absences as Personal Business due to weather delays of less than four (4) hours. If the absence exceeds  $\frac{1}{2}$  of the work day, the employee may be required to record the appropriate amount of personal business leave.

**D. NON-WORK DAY FOR SELECT PERSONNEL**

1. If a decision is made that certain personnel, departments or campuses are to be dismissed from their duties or advised to not report to work, each affected employee will be notified by his/her supervisor or designee of the declaration of a non-work day or shift and the provision of paid leave. In the absence of such notification, employees are to report to, and/or continue their normal duty assignments.
2. The decision to declare a non-work day or non-work shift may or may not be related to a separate decision to delay or postpone classes. The declaration of a non-work day or non-work shift for select personnel does not trigger the provision of comp time or additional pay for personnel at work who have not been included in the non-work declaration.

**E. NON-WORK DAY FOR THE DISTRICT**

1. If circumstances are such that a decision is made to close all offices and campuses, each affected employee will be contacted by their supervisor or designee and advised to stay home (or go home) as they are on paid leave for period of the non-work day (or the remainder of the work shift). In the absence of such notification, employees are to report to work as normal.
  
2. In the remote situation where all offices and campuses have been closed and all employees have been provided paid leave, (District wide non-work day) it may be necessary for select personnel to report to work in spite of the non-work declaration. Non-exempt individuals so designated to work, will be additionally compensated