

**Descriptor Term:** EMERGENCY CLOSING  
**Descriptor Code:** AFC-P  
**Date Issued:** August 2, 1993  
**Date Revised:** December 1996  
**Date Revised:** December 14, 1998

**Calendar and General Considerations:**

In case of school cancellation, delayed opening and/or early dismissal of school due to emergency and/or hazardous conditions, the following procedure shall govern all employees. The official closing notice will be put on the district's information line and will also be placed on our public access television channel, if possible. Television and radio stations will be notified, when necessary, early on the morning(s) of hazardous conditions. When school is canceled for the day(s), due to hazardous conditions, the canceled day(s) will be rescheduled in the school calendar by the calendar coordinator at the direction of the Superintendent.

**Ten Month Employees:**

If school is canceled for the day, 10-month employees, all teachers and School Food Service Managers shall report to work at the normal starting time or select one of the following options:

1. take unscheduled vacation, if available,
2. arrange to make up time with principal/supervisor,
3. take personal leave (certified instructional personnel),
4. take leave without pay.

If one of the stated options is selected, the principal/supervisor must be called and informed of the employee's intentions.

If school is canceled for the day on a mandated or optional teacher workday, employees who are scheduled to work (teachers and affected 10-month employees only) should report at the normal starting time or select one of the following options:

1. take unscheduled vacation, if available,
2. arrange to make up time with principal/supervisor,
3. take personal leave (certified instructional personnel)
4. take leave without pay.

**Eleven and Twelve Month Employees:**

If school is canceled for the day, 11-month and 12-month employees (including central office personnel) shall report to work at the normal starting time or select one of the following options:

1. take unscheduled vacation, if available,
2. arrange to make up time with principal/supervisor,
3. take leave without pay.

If one of the options is selected, the principal/supervisor must be called and informed of the employee's intentions.

**Other Issues:**

Any changes in the time for employees to report to work will be announced by the Superintendent at the time of the school cancellation announcement.

If school opening is delayed for students, school based non-administrative instructional employees are expected to report at least fifteen (15) minutes before the time designated for students to arrive; this time (delayed opening) will not have to be made up. All other employees are expected to report at the regular work time except for bus drivers and child nutrition employees whose schedule, under such conditions, is to be set in advance by the supervisor. If for some reason the above appropriate timeline is not possible, the employee will contact the principal/supervisor about the arrival problem and the issue of taking leave or making up the time missed.

If school is dismissed early, teachers and other school-based employees will be dismissed fifteen (15) minutes after all students have departed. This time will not have to be made up. A principal or his/her designated representative must remain at the school until notified by the director of transportation of his/her representative that all of their students who ride school buses assigned to their schools have been delivered to their afternoon destination. Central office personnel will be dismissed at the discretion of the Superintendent. However, when schedules are modified due to excessive heat, all staff members are expected to work the normal work schedule.

\*This procedure excludes strict calendar make-up provisions for year-round schools. Following the loss of a day(s) by year-round schools, the principal will submit a proposed make-up plan to their executive director and the calendar coordinator for review and approval.