Emergency Closing and Delaying of Schools

Section 1. **General.** The safety of students and employees is the primary factor to be considered in making a decision to close, delay or dismiss a school or schools.

The following procedures will be observed in making a decision.

Section 2. **Weather Conditions.**

1. The decision to close, delay or dismiss a school or schools will be made by the Superintendent. In the absence of the Superintendent, the Chief Financial Officer will be responsible for such decision.

2. The Director of Transportation shall designate a committee of drivers to assist in the collection of information on weather and road conditions within the school district. These individuals will report such to the Director of Transportation. The Superintendent will receive a report from the Director of Transportation.

3. Building principals are encouraged to keep the Superintendent informed regarding abnormal weather conditions that may constitute cause for a closing, delay or dismissal of a school or schools.

4. Bus drivers are expected to drive their respective routes when schools are open; however, the driver’s judgment will be respected if existing conditions constitute cause for some deviation. Any deviation should be communicated to the parents, building principals, and Director of Transportation.

5. When a school or schools need to be closed, delayed or dismissed due to the weather, the Superintendent or designee will provide a news release to area news media.

Section 3. **Maintenance Emergencies**

1. The decision to close a school due to a maintenance problem shall be made by the Superintendent.
2. The building principal and/or the Director of Facilities will be responsible for assessing the problems and recommending subsequent action to the Superintendent for a final decision.

3. When a school needs to be closed due to a maintenance problem, the Superintendent or designee will provide a news release to area news media.

Section 4. Work Hours and Compensation

1. All certified personnel are encouraged to report to work unless otherwise advised through the news release regarding the closing, delaying or dismissing of school. When schools and offices are officially closed, delayed or dismissed, all certificated personnel will be paid in accordance with law.

2. The secretarial, custodial and maintenance personnel will report to work and be paid for those hours worked unless directed otherwise by the Superintendent. All deviations from this procedure will be announced through the news release regarding the closing, delaying or dismissing of school.

Section 5. Delaying or Closing of Schools. The safety and welfare of all students and employees of the East Allen County Schools are of the highest priority.

When it is necessary for students to be excused from school or opening time schedules to be delayed due to inclement weather or an emergency, all employees are asked to observe the following guidelines unless otherwise notified by an announcement by the Superintendent.

If it is necessary to delay the start of school on a school day that is scheduled as an “Early Release”, “Late Arrival” or “Collaboration”, the “Early Release”, “Late Arrival” or “Collaboration” will be canceled for that day and students and staff will be dismissed at the normal dismissal time.

Section 6. Procedure.

1. The building principal or unit head will be responsible for directing the activities of employees.

2. The building principal or unit head will check the arrival and departure of employees.
3. When students are excused from school or the opening time or closing schedules are changed because of inclement weather or an emergency, employees will be paid according to their negotiated contracts.

Section 7. **Athletic Practices, Events, Extracurricular Activities.** If the opening time schedules for students are delayed, morning practices and/or extracurricular meetings will be cancelled.

When students are excused due to inclement weather or an emergency for either the whole day or for the remainder of the day, it is the principal's decision if athletic events and other extracurricular activities are to meet.

Where appropriate, it is the principal's responsibility to contact the news media to verify scheduling or to announce a cancellation of athletic and extracurricular events.