

# Dietrich School District No. 314

2210P

## INSTRUCTION

### School Closure

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 *administration* 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 **administration** will make the modification decision as soon as possible and contact all school board members as well as the local television stations, public radio stations for broadcast to the community and will initiate the emergency phone tree communication procedure to all employees.

### Work Schedules and Responsibilities for School Closures

#### Administration

The administration shall have the authority to close schools. The *administration* 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 *administration*.

#### Central Administrative Personnel

Central administrative personnel shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional hours may be required, especially of the Maintenance Supervisor, Business Manager, and other front office staff, depending on the nature of the emergency.

#### Procedure History:

Adopted on: June 2014

Revised on: