

1 **Charlo School District**

2
3 **INSTRUCTION**

2221

4
5 School Closure

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7 The Superintendent may order closure of schools in the event of extreme weather or other
8 emergency, in compliance with established procedures for notifying parents, students, and staff.
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12 Cross Reference: 8110 Bus Routes and Schedules

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14 Legal Reference: §§ 20-9-801 - 802, MCA Emergency school closure

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16 Policy History:

17 Adopted on:

18 Revised on:

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2
3 **INSTRUCTION**

2221P
page 1 of 2

4
5 School Closure

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7 All students, parents, and school employees should assume that school will be in session and
8 buses running as scheduled, unless there is official notification from the Superintendent to the
9 contrary.

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11 In the event of severely inclement weather or mechanical breakdown, school may be closed or
12 starting time delayed. The same conditions may also necessitate early dismissal. School closing,
13 delayed starting time, or early dismissal will be announced over local radio stations (92.3 KQRK
14 or 750 AM KERR). A person may also call 1-800-750-5377. Reports in the morning will be
15 before 6:00 am. If no report is heard, it can be assumed that school will be in session.

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17 Work Schedules and Responsibilities for School Closures

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19 Superintendent

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21 Only the Superintendent has authority to close schools. The Superintendent will be on duty
22 throughout any existing or potential emergency situation, day or night. All orders of doubtful
23 origin should be confirmed with the Superintendent.

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26 Building-Level Administrators, Non-Teaching “Exempt” Personnel, and Key Support Staff

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28 All building-level administrators and non-teaching “exempt” personnel will report for duty per
29 their normal shifts or as otherwise directed each day during the school closure, together with the
30 head custodian and at least one (1) secretary, insofar as is safely possible. The building
31 administrator will ascertain that the building has been adequately secured and that any child who
32 mistakenly reports to school [in the event school has been closed] is properly and safely cared for
33 and returned home per District policy. The administrator and this minimal support staff shall
34 notify other staff and/or other support employees of the situation and will respond to telephone
35 questions. When the situation has been stabilized, the personnel who reported to work may
36 choose to return home.

37
38 12-Month Classified Employees

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40 In the event of school closure, 12-month classified personnel may report for duty or not report
41 for duty, as directed by their immediate supervisor. If a 12-month classified employee is unable
42 to or does not report for duty, the employee will complete a leave request form to declare the day
43 as personal leave, vacation, or leave without pay. **If there is an emergency travel only**
44 **declaration, 12 month employees may wait until the declaration has been lifted before**
45 **coming to work.**
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10- and 11-Month Classified Employees

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay. **Note that snow days are generally made up as part of the 180P.I. calendar, so Emergency Travel Only Declarations may not impact 10 and 11 month employees.**

Aides, Food Service Workers, and Other 9 1/4-Month Classified Employees

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9 1/4-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9 1/4-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay. **See above under 10 and 11 Month Classified Employees.**

Teachers (Teachers, Librarians, Psychologists, Counselors)

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Procedure History:

Promulgated on:

Reviewed on:

Revised on: 01/18/11