**Mackay School District No. 182**

**INSTRUCTION 2210P**

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 Superintendent 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 Superintendent will make the modification decision prior to 5:30 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all staff and students.

**Winter School Closure Guidelines**

Below please find the general guidelines in the event of school delay or closure due to hazardous weather that may threaten the health or safety of Mackay’s students or staff members. The complete procedure can be found on the district website under “district”, then under “guidelines”. The official weather site is Weatherbug.com, Mackay Joint SD 182.

* The decision be made preferably between 5:00 and 5:30 a.m. to either cancel or delay the start of school.
* Staff and students will be notified using the district’s automated calling system.
* School will be canceled or delayed if the air temperature, or air temperature with wind chill (WeatherBug “feels like”), is **a sustained 20 degrees below zero** or colder, or road conditions are such that it is not safe to transport students. Unsafe road conditions may also require the early release of students.
* If there is a delayed start, buses and the start of school will be delayed two hours and school will begin at 10:00 a.m.
* The following news stations will be notified: KIFI channel 8, KPVI channel 6, East Idaho News, and KLCE 97.

**After School is in Session**

* The Superintendent will notify the principal(s), clerk of the board, TV/Radio stations. The Clerk will notify the transportation director and the transportation director will notify the rest of the bus drivers. The administration will notify staff and the staff will notify parents. At the elementary each teacher will notify parents of their class. At the Junior/Senior High school class advisors will notify their students’ parents. Teachers will ensure students second grade and under have a place to go if parents are not home. A relative or neighbor on the same bus route should be pre-arranged for in case of emergency closure. The school should know these pre-arrangements. The bus drivers will prepare the buses for departure.

Extracurricular and After-School Activities

The following shall apply on days when school has been cancelled.

1. Athletic Practices may only be called after discussion between the coach and the building principal.
2. Practice may only be held if the weather conditions have improved significantly since the decision was made to close school.
3. If a practice is scheduled, any student missing the practice will not be penalized, as attendance shall be optional.
4. Practices may not be held until after regular school hours.
5. Athletic Contests and Other School Activities shall be cancelled unless:
6. The severe weather conditions have abated;
7. Both school district’s administrations and coaching personnel have agreed to continue the contest; and
8. Weather conditions are expected to remain safe throughout the competition and return home.

Work Schedules and Responsibilities for School Closures

**Superintendent:** Only the Superintendent or designee shall have the authority to close schools. The Superintendent 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 Superintendent.

**Building-Level Administrators and Key District Support Staff:** All building-level administrators and Key Support Staff including the Maintenance Supervisor, Business Manager, Personnel Director, and Technology Director shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one (1) secretary, insofar as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school (in the event that school has been closed) is properly and safely cared for and returned home. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home.

**Other Classified Employees:** Most classified employees including paraprofessionals and food service staff work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, classified employees would not report for duty unless otherwise directed by their immediate supervisor on the Superintendent.

**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. 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.

**All employees will be paid their normally scheduled hours; however, maintenance staff who are required to work will receive an emergency pay allocation of 25% of their hourly rate for hours worked during a closure.**

Procedure History:

Promulgated on: March 23, 2015

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