

*Intermediate School District 917 Policy 820 Provisions for the closing of Schools Due to  
Inclement Weather or Other Exigency  
Board reviewed February 1, 2022  
Board revised February 7, 2023*

**820 PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO INCLEMENT  
WEATHER OR OTHER EXIGENCY**

**I. PURPOSE**

The purpose of this policy is to establish the procedures to be followed in the event that school is to be cancelled due to inclement weather or other exigency.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of this school district not to place staff or students at serious risk due to extremely hazardous driving conditions going to and from school.
- B. The school board is also cognizant of this district's unique role in providing educational services to member and other districts and the fact that many Intermediate School District 917 employees are assigned at work locations that are situated in other school district's facilities.
- C. This policy establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this policy, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.
- D. Collective bargaining agreements that contain language that is contrary to this policy shall control.
- E. Employees may be required to report to work even when school is cancelled for students.

**III. DEFINITIONS**

- A. "Dangerous driving conditions" means that highway conditions are extremely hazardous and the Minnesota Highway Department or other government agency has recommended that no unnecessary travel be attempted.
- B. "Extremely cold weather conditions" means an absolute temperature or wind chill temperature that is so severe as to present a health and safety risk for children walking to school or waiting at bus stops.

- C. “Emergency Employee” means any Intermediate School District 917 employee who is designated to perform services as delineated by this Policy.
- D. “Hourly Employee” means any Intermediate School District 917 employee who is paid at an hourly rate.

#### **IV. MAKING THE DECISION TO CLOSE SCHOOL**

- A. Only the superintendent or his specifically authorized representative may approve a school closing.
- B. In making the decision whether or not to close school, the superintendent shall consider:
  - 1. The status of other member school districts. If other member districts remain open, this will be a major consideration against closing Intermediate School District 917.
  - 2. Dangerous driving conditions could exist in isolated parts of Dakota County. These conditions shall be a major consideration for closing Intermediate School District 917. Since employees come from long distances to reach their work location, they should carefully consider their personal risk in light of the conditions they might encounter on the way to work.
    - a) If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day. Emergency leave shall not be granted in these situations.
    - b) This criteria also applies to situations where employees at member school district locations elect to stay home because of the local conditions when that district remains open.

#### **V. PROCEDURES FOR CLOSING SCHOOL FOR ISD 917 STUDENTS**

- A. On days when the weather forecast or early morning weather conditions are questionable, the superintendent will implement the Infinite Campus Messenger system for all staff, students and families. Messages will be received via text, voice, or email, depending on the choice of the family. The superintendent will also call or text the following staff:
  - 1. Executive Director of Student Services
  - 2. Principal DCALS
  - 3. Executive Director of Business Services
  - 4. Executive Assistant to the Superintendent
  - 5. President, Dakota County Technical College
  - 6. Superintendent’s Office of any member district that is not closed on that day

- B. In addition to making the official announcement, employees and parents should monitor WCCO Television, Channel #4; WCCORADIO.COM; or WCCO.COM for the official announcement.
- C. Department heads should remind staff of the closing procedures when serious inclement weather is forecast.
- D. Typically, when school is closed due to an emergency, all Intermediate School District 917 locations will be closed. The exception is when an emergency, (gas leak, pipe burst, etc.) only affects a single site.

## **VI. STAFF RESPONSIBILITIES IN THE EVENT OF AN INTERMEDIATE DISTRICT 917 SCHOOL CLOSING**

- A. The superintendent will inform staff when school is cancelled whether or not they are expected to report to work. If staff are expected to report to work, employees are expected to report for work as soon as they safely can. Program supervisors will inform their employees of their work expectations for the day. Often, there may be tasks that can also be completed by working remotely.
  - 1. Employees who are unable to report for work on a day when school is closed and employees are expected to report, may use a vacation day, personal day, non-duty day or non-paid day and are to submit an absence report or time-sheet indicating the option chosen. Emergency leave will not be granted in these instances.
  - 2. Employees who have already reported in sick (prior to the public announcement or having been contacted on a day that school is cancelled but staff are to report will be charged for a sick day.
  - 3. Supervisors, deans, and lead teachers shall plan for staff assignments during days when schools are closed for students but employees must report. These activities may include: staff development, classroom preparation, paperwork, curriculum activities, cleaning, etc., depending upon the employee classification and assignment.
  - 4. All employees (salaried and hourly) will be paid their normal wages on a day when school is closed and employees are not required to report.
- B. If the announcement about a school closing communicates that staff should not report to work, then staff do not need to physically report to work. However, there may also be the expectation that remote working is required.

1. Emergency employees who are hourly employees will receive overtime pay for the time worked on a day when school is closed and other employees are not required to work. A minimum of four (4) hours will be worked on such a day.
2. Salaried employees shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional remuneration.
3. Hourly employees shall be paid as though present at work for the number of hours that they were scheduled to work on that day.
4. Employees who have already called in sick will not be charged for a sick day.
5. Employees who are on vacation, personal day or other paid absence will not be charged for that day.
6. Time off without pay will stay time off without pay if three or more time off without pay days are used consecutively.

**VII. STAFF RESPONSIBILITIES IN THE EVENT OF A MEMBER DISTRICT SCHOOL CLOSING WITH INTERMEDIATE DISTRICT 917 REMAINING OPEN**

- A. Employees are expected to follow the directions of the member district where their work location is situated.
- B. When their work location school is closed, employees are to communicate with their supervisor to receive direction as to whether or not they are excused for the day.
- C. Supervisors may reassign employees to another work location for the day. This could be at another program that needs assistance or a central location to perform other appropriate duties.
- D. Employees who feel that the local driving conditions for them are too dangerous to drive to the reassigned work location may use vacation, personal leave, non-duty day, or unpaid leave. No emergency leave will be granted in these situations.
- E. If the supervisor does not reassign the employees, they are excused for the day and will be paid for the hours that they were scheduled to work. Employees who have already called in sick will not be charged for a sick day. Employees who were on a scheduled personal leave day or vacation will not be charged for that day.