

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2290-1
SUBJECT: CLOSING SCHOOL DUE TO INCLEMENT WEATHER	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 12/19/97; 10/28/99; 11/19/99; 08/03/15 <hr/> PREPARING OFFICE: COMMUNICATIONS DEPARTMENT

I. PURPOSE

To establish the procedures to be followed if closing of school is required due to inclement weather.

II. RESPONSIBILITY

The superintendent, in consultation with the general director of central services, is responsible for determining when school shall be closed due to inclement weather.

III. PROCEDURE

A. The following persons or agencies shall be contacted for information prior to making a decision to close schools:

- 1. USD 501 General Director of Central Services**
- 2. Police Dispatcher**
- 3. Weather Bureau**
- 4. Other possible sources of information which may be contacted:**
 - a. City Street Maintenance Division**
 - b. Highway Patrol Dispatcher**
 - c. Yellow Cab Company**

B. Persons or agencies contacted when the decision to close schools has been made:

- 1. Superintendent of Schools (Back-up - Deputy Superintendent) contacts:**
 - a. President of the Board of Education**
 - b. General Director of Communications
All news media -- (Back-up - Communications Specialist)**
 - c. Deputy Superintendent**

CLOSING SCHOOL DUE TO INCLEMENT WEATHER

- d. **Assistant Superintendent of Teaching/Learning/Administration**
2. **Assistant Superintendent of Teaching/Learning/Administration –Back up-- Deputy Superintendent) contacts:**
 - a. **General Director of Elementary Education**
 - i. **School Activities**
 - ii. **All School Units**
 - b. **General Director of Secondary Education**
 - i. **School Activities**
 - ii. **All School Units**
 - c. **General Director of Special Services**
 - i. **Special Education**
3. **Deputy Superintendent (Back Up-- Assistant Superintendent of Teaching/Learning/Administration) contacts:**
 - a. **Director of School Safety**
 - b. **General Director of Fiscal Services**
 - c. **General Director of Human Resources**
 - d. **Director of Food Services**
4. **General Director of Central Services contacts:**
 - a. **Operations and Maintenance**
 - b. **Regular, Special Education, and Head Start Transportation Providers**
- C. **Other procedures and time schedules to follow when an emergency is anticipated:**
 1. **The decision to close schools should be made at the earliest possible time, preferably the night before, but the announcement to the media will be made no later than 6:30 a.m. on the day of the emergency.**
 2. **When schools are closed, it is only for one day at a time. A new announcement will be made for each additional day the schools are to remain closed.**
 3. **The district's cable channel will carry a message as soon as the office opens.**

CLOSING SCHOOL DUE TO INCLEMENT WEATHER

4. As early as is appropriate in the year, the staff newsletter, Overview, will carry an item reviewing inclement weather procedures and makeup dates. A similar announcement will be included in the Principal Update and available in the Principal's on-line resources.
5. Letters will be sent to all local media early in the fall outlining procedures for verification of authenticity of school closing announcements.
6. Priority for using school makeup dates shall be established by the superintendent or designee as need arises.

D. Who should be on duty:

1. When an emergency exists, efforts will be made to have the district office switchboard open by 6:30 a.m. to assist in taking calls.
2. Building principals will contact building operators for early arrival where necessary for snow removal.
3. Should the decision be made that schools will be closed one or two days due to inclement weather, the following procedure will be used regarding who should report for duty:

ADMINISTRATORS - 10 ½- AND 12-MONTH

At least one administrator per school building, at the discretion of the building principal, will report to their assigned position and be on regular duty.

CERTIFICATED STAFF - MEMBERS OF THE BARGAINING UNIT

Will not be on duty.

CLASSIFIED STAFF

Should the decision be made that schools will be closed due to inclement weather, the following procedure will be used:

- a. Twelve-month employees will report to their assigned positions for regular duty.
- b. Nine- and ten-month employees may report to their assigned positions. Employees will be paid for the hours worked when school is not in session. Employees who do not work, will not be paid.