

DISTRICT/SCHOOL CLOSINGS, E-LEARNING DAYS, ACTIVITY RELATED CANCELLATIONS, LATE STARTS AND EARLY RELEASES

Responsibilities

The Superintendent or designee, in consultation with staff, local authorities/agencies, and/or other sources, is responsible for making the decision on all school closures, e-learning days (see Regulation EBCE-R-2), delays or early dismissals.

The Executive Director of Facilities, Operations and Transportation is responsible for the daily monitoring of weather conditions and keeping the Superintendent or designee advised of impending adverse weather. The Executive Director will be the primary point of contact with the National Weather Service, City of Colorado Springs, and other area school district administrators responsible for assessing the impacts of adverse weather.

A District Adverse Weather Conditions Team will be constituted when warranted and responsible for evaluating weather and road conditions throughout the District and providing recommendations to the Superintendent or designee. The team will consist of the Superintendent or designee, District administrators and Security personnel.

A timely decision to cancel, move to e-learning, or delay the start of school shall be made to ensure announcements are provided to the public no later than 5:30 a.m. unless there are extenuating circumstances. A decision to implement an early release of school shall be made to ensure announcements are provided to the public no later than 11:00 a.m. unless there are extenuating circumstances. The decision to cancel community education classes, rental leases and extracurricular activities will be made by 1:00 p.m., unless there are extenuating circumstances.

The Office of Communications and Community Relations will be responsible for disseminating information on all closures, e-learning days, delays, early releases, and cancellations to local media and publicizing such information on other appropriate forms of communication / media.

When schools are open, parents may choose to keep their children home or delay their arrival when conditions warrant. Such absences may be excused pursuant to Board Policy JH, Student Absences and Excuses.

Procedures

In the event of a late start:

- All a.m. pre-school District wide will be cancelled.
- All schools will begin 2 hours later than each school's normal published start time.
- Breakfast may be provided at schools that have breakfast programs
- If e-learning is implemented in addition to a late start, classes will begin remotely 2 hours later than each school's normal published start time.

In the event of an early release:

- Dismiss students two hours earlier than normal, unless otherwise directed by the Superintendent or designee.

- Schools will make every effort to complete lunch service before dismissal.
- All p.m. pre-school district wide will be cancelled
- All schools / buildings will remain open until all students have safely departed

Employees

When schools are closed, moved to e-learning, delayed, or released early due to adverse weather, the following District guidelines apply to regular status-budgeted staff:

- In the event of a 2-hour delayed start for schools, employees should plan accordingly and use their best judgment to ensure they can arrive safely and as close to their regularly scheduled work time as possible.
- If the schools are open and an employee is not able to report for work, the employee may use paid leave or vacation time, if it is available, to account for the day's absence. If paid leave or vacation time is not available, the employee may apply for emergency leave.
- If schools are closed/released early, designated staff members shall stay until all students have been cleared from the building.
- When the Superintendent or designee closes schools, and there is no decision to move to e-learning for the day, all employees scheduled to work will not be required to report to work and will receive their normal pay in the same manner as if school buildings were not closed. The following exceptions will be made:
 - 1) Personnel designated as essential will report to work. Essential employees are designated by each Department Head. These employees may include certain Facilities and Security personnel, building custodial staff, administrators, and other designated employees required for the maintenance, safety and security of District facilities and sites. Details of compensation are outlined in the applicable employee handbook or agreement.
 - 2) The Director of Food Services and Executive Director of Facilities, Operations and Transportation will determine if employees working in these sections will report to work. Details of compensation are outlined in the applicable employee handbook or agreement.
 - 3) An employee on an approved leave of absence with Human Resources of more than 5 consecutive days will be charged for the designated absences and will not receive an inclement weather day.
- In the event the decision is made to move education to e-learning for the day, schools/offices will be closed to in-person, and staff should commence working as close to business-as-usual as possible, but in a remote fashion. Teachers, principals, District staff, and central administration staff will have full office/school hours on e-learning days. The various District-departments are responsible for developing e-learning day tasks for staff to perform on e-learning days. Each school should have a published communication of the expectations during an e-learning day for students.

These guidelines do not apply to temporary employees, Guest Staff Substitutes and Food Services Substitutes.

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October 28, 2020

LEGAL REFS.: C.R.S. 22-32-109 (1)(n)
C.R.S. 22-33-104 (1)

CROSS REFS.: AH, Application of Board Policy Manual
EBCE, District Closings, E-Learning Days, Cancellations, Late Starts, and
Early Releases
IC/ICA, School Year/School Calendar
JH, Student Absences and Excuses
JLIB, Student Dismissal Precautions

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Education Support Professionals Meet and Confer Handbook
Executive/Professional Meet and Confer Handbook