

POLICY 3643
EMERGENCY SCHOOL CLOSINGS

Only the superintendent of schools and/or his/her designee is authorized to close schools due to inclement weather and/or emergency or crisis situations. If the decision to close is made, a public announcement will be made via various media no later than 5:30 a.m. unless emergency circumstances require otherwise.

If a public announcement is not made by 5:30 a.m. on any given day, schools will be open and following their regular schedules.

All personnel should refer to the three procedures outlined in Rule 3643 to determine if/when to report to work during inclement weather. The superintendent reserves the right to close the district for *all* students and employees if deemed necessary.

LEGAL REF.: Wisconsin Statutes

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| Sections 115.01(10) | [School day definition] |
| 121.02(1)(f) | [School district standards; minimum hours of instruction] |
| 121.56 | [School bus routes] |
| 118.15 | [Compulsory school attendance] |

CROSS REF.: 3511 Transportation
5310 Student Attendance
6210 School Year Calendar
Employee Handbook
Emergency Operations Plan

AFFIRMED: Sept. 24, 1991

REVISED: Jan. 29, 2002
Oct. 28, 2003
Dec. 18, 2007
Sept. 23, 2014
Oct. 28, 2014
Sept. 22, 2015
March 28, 2017
July 25, 2017
June 26, 2018

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The district puts student safety first, which is why several factors are taken into consideration when determining whether to close schools due to inclement weather and/or emergency or crisis situations, such as:

- Whether a weather warning has been issued
- Whether there is a sustained wind chill of -34 degrees or lower
- Whether there is a sustained temperature of -20 degrees or lower
- Whether there is or will be a heavy accumulation of snow, especially during typical travel times to and from school
 - Are streets and sidewalks clear?
 - Are buses unable to run due to extreme cold or unplowed streets?
 - Are driving conditions hazardous?
 - Are there power or phone outages?

If school is not canceled and a parent/guardian feels his/her child is safer at home, the parent/guardian may keep his/her child home. Keeping a child home due to weather will be recorded as an excused absence on the student's record per Policy 5310 and Wis. Statute 118.15 so long as parents/guardians report the absence in a timely manner.

In the event schools are closed or the arrival/dismissal time is changed due to inclement weather and/or emergency or crisis situations, an announcement will be made via local television stations, radio stations, the KUSD website (kUSD.edu), KUSD Channel 20, Facebook.com/kenoshaschools, Twitter.com/KUSD and 262-359-SNOW (7669) no later than 5:30 a.m. unless emergency circumstances require otherwise. If schools are closed, all after-school activities, including sports and evening events, also will be canceled.

When KUSD schools are closed, no transportation will be provided to private and parochial schools.

THREE PROCEDURES TO LOOK/LISTEN FOR

Unless notified otherwise, Procedure 1 is in effect.

- Procedure 1: All schools in KUSD will be open today. Students and personnel are expected to attend.
- Procedure 2: All schools in KUSD will open two hours late, and school buses that transport students will be running approximately two hours late. There will be no a.m. or p.m. early childhood, speech impact or 4K classes. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time.
- Procedure 3: All schools in KUSD will be closed; no students are expected to report. The Kenosha Senior Center also will be closed. KUSD employees must refer to Rule 3643 for attendance guidelines.

INCLEMENT WEATHER DAYS:

Two (2) inclement weather days are built into the academic calendar for: teachers, education support professionals (ESPs), interpreters, and 10- and 12-month secretaries.

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KUSD employees required to report to work, use vacation or personal time or take unpaid time (deduct) are: full-time custodial employees; full-time food service workers; maintenance personnel; carpenters and painters; warehouse personnel; administrative, supervisory and technical staff.

12-MONTH SECRETARIES BEYOND TWO (2) DAYS:

If there are more than two (2) inclement weather days in a school year, 12-month secretaries are required to:

- Report to work,
- Use vacation,
- Use personal time, or
- Take unpaid time (deduct with supervisor's approval)

TEACHERS, ESPs, INTERPRETERS AND 10-MONTH SECRETARIES BEYOND TWO (2) DAYS:

If there are more than two (2) inclement weather days in a school year, teachers, ESPs, interpreters and 10-month secretaries will be required to make up student contact minutes to fulfill state instructional requirements. This may be done during the spring months of the same school year, however, if scheduling prevents this from occurring, additional instructional days will be added to the end of the school year.

If student contact minute requirements are met during spring months, teachers, ESPs, interpreters, and 10-month secretaries also will make up non-instructional days at the end of the year to meet working day requirements pursuant to their respective payroll calendar. On these days, teachers, ESPs, interpreters, and 10-month secretaries will be required to:

- Report to work,
- Use vacation (10-month employees who received and retained the vacation benefit prior to the sunset date of June 30, 2013),
- Use personal time, or
- Take unpaid time (deduct with supervisor's approval)

EMERGENCY CLOSING DAYS:

Employees of affected schools/buildings will be notified of any changes to staffing (e.g. attend as usual, do not attend, report to a different location, etc.) if the Superintendent and/or his/her designee declares an emergency closing. This decision will be based on the emergency and communicated directly with affected employees.

INDOOR/OUTDOOR GUIDELINES

1. General guidelines: 10 degrees or below, wind chill factor of 0 degrees or below and rain/drizzle/blizzard = indoor recess, indoor noon recess and early entrance to door areas/hallways.
2. Administrator's responsibilities: Principals are responsible for the timely implementation of the guidelines, reasonable supervision of students under all circumstances and informing parents each year of the district's expectations regarding indoor periods due to weather conditions.