

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 400: PROGRAMS

Section 401: General

401.6 School Day

Date of Draft Version: 5.13.14, Revised 6.24.14 after Review by Wright/Balsley
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Every year in October, all SSJCSS Employees are notified by the Executive Director via email of the following Inclement Weather/Emergency Procedures.

Notification

The emergency calling system will be used for the timely notification of concerned persons in the event of any emergency closing of Earlywood Education Center and/or the SSJCSS Central Office.

A “test call” is typically run in early October to verify that all concerned persons are on the calling list.

- Staff who do not receive this “test call” or who want to add or change phone numbers are notified to contact the Technology Department with their updated contact information.
- As a backup, emergency information will be posted on the SSJCSS website, and closings and delays will be broadcast on a local TV and/or radio station.

Earlywood will not be closed unless there is an extreme emergency condition – blizzard, water main break, furnace problems, a state of emergency is declared etc. However, the New Connections classes may be delayed or cancelled if weather becomes extreme or another emergency occurs.

ALL SSJCSS EMPLOYEES:

Unless the employee has requested removal from the emergency calling list, all SSJCSS employees will be notified of Earlywood closings, cancellations, and delays. Anyone based primarily at Earlywood or following Earlywood’s calendar is expected to follow Earlywood’s procedures for reporting to work. The employees who follow a local district calendar are expected to follow the local district’s procedures as well as the school’s make up schedule.

PROCEDURES FOR EARLYWOOD BASED STAFF:

If classes are delayed...employees will still be expected to report to work as soon as weather permits. Due to labor laws, hourly staff will be required to accurately record the time actually worked. If any employee, hourly or salaried, chooses to only report for a half day, or does not report to work at all due to weather, the employee will be required to take a half or whole personal leave day. All employees must follow the normal reporting procedures for absences if they choose not to travel from home due to weather.

If New Connections classes are cancelled instructional staff (teachers, assistants, social workers, behavior coaches) based at Earlywood will not be required to report to work, as they will be making up the day whenever the students are scheduled to make up the day. All other staff may choose not to report to work and use a personal day or vacation day or make up the day. Each individual who does not report to work on a day classes are cancelled will be asked to submit a plan for taking a leave day or making up the day.

If Earlywood (the building) is closed: No one is permitted to report to Earlywood unless authorized by a supervisor.

PROCEDURES FOR NEW CONNECTIONS STUDENTS DURING INCLEMENT WEATHER:

Whenever New Connections classes are in session, parents are welcome to transport students to Earlywood if their own district transportation is cancelled or delayed. Parents should watch for local district closing or delays as well as Earlywood closing or delay announcements and plan accordingly. Local transportation officials will determine whether it is safe for the home school district to transport to Earlywood. In most instances, schools will not transport students to Earlywood if they are not transporting students to the local schools due to emergency closings or delays.

In the event that inclement weather occurs in the afternoon or close to dismissal time, Earlywood Administration will determine whether to dismiss early or postpone dismissal. Parents and local transportation officials will be contacted if either of these scenarios occurs.

PROCEDURES FOR STUDENTS TRANSPORTED to the School for the Blind, School for the Deaf or St. Joseph's:

We are required to make every effort to transport students to ISB, ISD or St. Joes if the school is open. If, however, it is determined that the roads are unsafe to travel, we will not put our bus drivers' lives or the lives of our students in jeopardy. Therefore, we will, at times, delay or cancel transportation to the above mentioned schools. The transportation coordinator and the Director will make the final determination as to whether it is safe for SSJCSS buses to be on the road. If it is determined that roads are unsafe for transporting students, the bus drivers will be responsible for contacting the parents of the students to inform them of any delay or cancellation of transportation.