



## Office of the Superintendent Boulder, Colorado

September 14, 2009

ADMINISTRATIVE BULLETIN

09-02

### SCHOOL CLOSURES DUE TO INCLEMENT WEATHER OR EMERGENCIES

All schools will be in session on each school day unless inclement weather or other emergencies result in the closure of some or all of the facilities. Whenever a closure is necessary, the school district will immediately contact the radio and TV stations listed below. Notification will be given before 6:30 a.m., or as soon as the decision is made to close schools during the day. The stations are requested to broadcast the message as the district gives it to them, but use of the information and timing of the announcement is at the discretion of the stations. District Security is notified as soon as the decision is made and anyone with questions can call 720-561-5051. **The school district web site will continue to be the official public notification of school closures** [www.bvsd.org](http://www.bvsd.org).

KWGN-TV	CHANNEL 2	KOA	850 AM
KCNC-TV	CHANNEL 4	KRCN	1060 AM
KMGH -TV	CHANNEL 7	ONDA	1150 AM
	CHANNEL 8	ALICE	105.9 FM
KUSA-TV	CHANNEL 9	KBCO	97.3 FM
FOX 31 NEWS	CHANNEL 13	KGNU	88.5 FM
		KOSI	101.1 FM

School district officials have a responsibility to keep the schools in session except under the most extreme conditions and parents are requested to make the decision regarding attendance or late arrival of their children during extreme inclement weather. A personal contact by the parent or a written note to school building officials will excuse a student's late arrival or absence during these conditions.

Several district officials and appropriate weather/traffic sources are contacted during extreme weather conditions to obtain judgments and recommendations regarding possible school closings.

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In any type of school closing, supervisory personnel will take reasonable precautions to assure the safety of all students and employees and the security of all equipment and facilities within their areas of responsibility.

When weather conditions or other circumstances will not allow school classes and activities or other school district business to be conducted safely according to the usual schedule, one of the following closure classifications will be announced by the Superintendent and disseminated to staff:

**Class I Partial Closing (Mountain Schools Only OR Schools in a Geographical Feeder System Only)**

1. Mountain schools (Gold Hill, Jamestown, Nederland Elementary and Nederland Middle-Senior High School) will be closed. Community School programs in these buildings will also be cancelled. Mountain buses including those to Boulder city schools will not drive to or from the mountains. All other schools will remain open.

-OR-

Schools located in a given feeder system may be closed if weather conditions dictate (example: North Boulder, South Boulder, Broomfield, Lafayette, Louisville, and Superior). Buses, including those to special education or other special programs and to the Boulder Valley Technical Education Program, will not run to this closed area. Community School programs in these buildings will be cancelled. All other schools will remain open.

2. The principal/athletic director of each affected school shall determine whether activities such as parent meetings, programs, and athletic events will be held, cancelled or postponed. Decisions related to activities involving bus transportation shall be made in consultation with the Director of Transportation.
3. The conditions listed under School Building Closures shall pertain to the affected schools.
4. The Education Center will remain open.

### **Class II Total Closing (All Schools and the Education Center)**

1. All schools will be closed to all students. Evening technical education and Community School classes will be cancelled.
2. Under most circumstances all activities and athletic events will be cancelled. The principal may, in highly unusual circumstances, request an exception from the Superintendent.
3. Regular school buses will not run to or from schools. No bus drivers are to report to work.
4. The conditions listed below under School Building Closures and Education Center Closures shall pertain to all buildings and the Education Center, respectively.

### **School Building Closures**

In the event that any schools are closed due to adverse weather conditions or other circumstances, the following employees are to report to work:

- All building administrators
- Administrative assistants and/or custodial personnel as designated by the principal

Custodial and administrative assistant personnel required to report to work should do so at their regular times or as soon as practicable. Custodial and administrative assistant employees required to work will be allowed compensatory time on an hour-for-hour basis for such time worked at a time agreed upon by the employee and supervisor. Custodial, administrative assistants, paraeducators, nutrition, and bus driver employees not required to report for work will be released during building or office closure without loss of pay. In the event the Board of Education schedules make-up days, Unit B employees, custodial, administrative assistants, nutrition, paraeducators and bus driver personnel will be expected to work on those days.

The following employees should not report to work unless previously determined by the principal (above):

- Nutrition personnel
- Paraeducators
- Bus Drivers (and assistants)
- Custodial or Administrative Assistants (other than those designated by the principal)
- Unit B certified employees

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### **Education Center Closures**

In the event that the Education Center is closed due to adverse weather conditions or other circumstances, the following employees are to report to work:

- All central office administrators, Security employees;
- Administrative assistants, operations and maintenance personnel as designated by the supervisor.

Personnel required to report to work should do so at their regular times or as soon as practicable. Operations and maintenance personnel may be required to work adjusted hours due to snow removal, repair work, etc. Employees required to work will be allowed compensatory time on an hour-for-hour basis for such time worked at a time agreed upon by the employee and supervisor. Employees not required to report for work will be released during building or office closure without loss of pay. In the event the Board of Education schedules make-up days, all personnel will be expected to work on those days.

The following employees should not report to work unless previously determined by the supervisor (above):

- Bus drivers
- Administrative assistants, operations, maintenance personnel and other support staff (other than those designated by the supervisor)
- Unit B certified employees

**NOTE:** Occasionally weather conditions worsen during the day, making travel during rush hour especially hazardous. District management may decide to adjust office closing times accordingly, allowing office personnel and other employees to leave early. In such instances, time cards will reflect a full workday. The same procedures will be followed whether the day in question is a student vacation day, staff in-service day, days when Class I or II school closure has been announced or other days when students are not in the school buildings.

Christopher King, PHD  
Superintendent

REF: District Policy EBCD/EBCD-R (Emergency Closings)  
Reissue of Adm. Bulletin 93-2 dd September 10, 1993  
Distribution: District Leadership Team  
Board of Education