

Emergency Closings

School Board policy authorizes the Superintendent to "close the schools in the event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members."

The Business and Operations Manager will seek input from the bus company and other entities such as the Bismarck Police Department, State Highway Patrol, City Public Works, and/or the Weather Bureau and make a recommendation by 5:00 a.m. to the Superintendent of Schools regarding any emergency school closings due to inclement weather or to the inability of the buses to run. The Superintendent will inform the two assistant superintendents, the Business and Operations Manager, the Director of Community Relations and other area school officials of the closing.

If inclement weather (or other emergency) necessitates action to protect students or staff, the options available to the Superintendent will include, but not be limited to:

1. The Superintendent may close any or all schools in the district with no students or staff required to report, except for a skeleton crew consisting of the principal and/or the custodian and/or a facilities and transportation staff member.
 - a. School day will be made up by students and staff on a storm day designated on the school calendar.
 - b. School day will not be made up by students or staff.
 - c. Noncontact day will be made up by staff prior to June 30 of the school calendar year.
2. The Superintendent may choose to have the schools open as usual, but direct that buses either run late (one or two hours) or not at all and/or dispatch early if needed.
3. The Superintendent may choose to close schools for instructional purposes with no students required to attend and staff reporting as usual.

If Option #1a is exercised, nine-, ten-, and eleven-month support staff scheduled to work in the affected schools will be expected to work on make-up days. These employees will be paid for days actually worked. Twelve-month employees and 11-month administrators may use vacation leave on days when school is cancelled if they choose not to report to work. A skeleton crew may be required to work. Twelve-month employees, however, will be expected to work on all make-up days, including Saturdays.

If Option #1b is exercised The Superintendent may allow all staff the ability to use Weather Leave for scheduled work hours on that given day. The skeleton crew consisting of the principal and/or the custodian and/or a facilities and transportation staff member will be required to work. Hourly staff from the skeleton crew will be granted Weather Leave and paid for actual hours worked.

If Option #1c is exercised, the Superintendent will identify options for staff to make up the day prior to June 30 of the school calendar year. Staff may take the day without pay or use personal leave instead of working in June. The skeleton crew consisting of the principal and/or the custodian and/or a facilities and transportation staff member will be required to work. Hourly staff from the skeleton crew will be granted Weather Leave and paid for actual hours worked.

If either Option #2 or #3 is selected, all staff will report and be paid as usual.

All staff will be informed as quickly as possible when schools will be closed. Methods used may include all or some of the following: e-mail, social media, district website, recorded phone message, local news media, etc.

Bismarck Public School students and staff in classes at Bismarck State College will follow BPS directives during normal school hours and BSC emergency closing directives after school hours and evenings.

Only the Superintendent, or in the case of his or her absence, the Business and Operations Manager, will close schools due to inclement weather or other emergency. In his absence, the Assistant Superintendent of Secondary Schools will be acting superintendent, and if both are absent, the Assistant Superintendent for Elementary Schools will be acting superintendent. At no time will all four plan to be out of the area at the same time. However, if that should happen, the acting superintendent will name a Central Office administrator to be in charge.