

## **EMERGENCY CLOSING GUIDELINES**

Schools may not properly or legally be closed merely to avoid inconvenience. It may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early. The superintendent or designee will make reasonable efforts to see that as much as possible of the instructional, administrative, supervisory and operational activity is continued. All requests for emergency closing of schools must be made directly to the superintendent or designee.

The decision to close schools due to severe weather conditions shall be made upon information that is available from pertinent sources such as the National Weather Service, Pennington County Highway Department, Pennington County Emergency Management and/or Rapid City Street Department, Building and Grounds Manager, and Transportation and Warehouse Manager.

If a decision is made by 5:15 a.m., the following individuals should be contacted by the superintendent:

1. Assistant Superintendent for Administrative Services
2. Assistant Superintendent for Support Services
3. Senior Administrative Assistant to the Superintendent
4. Public Information Manager
5. Coordinator of Information Technology
6. WDT President
7. Mayor of Rapid City

If a decision is made by 5:15 a.m., the following individuals should be contacted by the Coordinator of Transportation and Warehouse:

1. Building and Grounds Manager
2. Student Nutrition Manager
3. Substitute Office
4. Transportation and Warehouse Staff

Staff, parents, and students will be notified by Fast-dialer voice calls, text messaging, RCAS website ([www.rcas.org](http://www.rcas.org)), all staff Email, Twitter, Facebook and Media Outlets. Please refer to EBCE-E1 and EBCE-E2 for more information on District Weather Communication.

District employees will not report to work unless informed to do so by their supervisor. District employees may choose leave in accordance with the applicable negotiated agreement.

Adopted 01/12/82  
Revised 11/26/85  
Revised 05/24/88  
Revised 01/11/94  
Revised 07/11/95  
Reviewed 11/10/98  
Revised 12/14/15

Contract References:  
Policies Relating to Negotiated Agreements