
AURORA PUBLIC SCHOOLS

APS Code: EBCE

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SCHOOL CLOSINGS AND CANCELLATIONS

The Superintendent or designee shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies and shall establish a procedure for the notification of Board members, employees and students of such closings.

School Closings for Epidemic Disease

When an epidemic disease appears to be the cause of an unusually high rate of absenteeism, an investigation shall be conducted by the Superintendent of Schools or designee, in order to determine the feasibility of closing the school in the interest of community health. The final decision to close a school is the responsibility of the Superintendent or designee.

CROSS REFS: EBBA, Prevention of Disease/Infection Transmission
 EBCA, Disaster Plans

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The Superintendent of Schools is responsible for closing schools in inclement weather or other emergencies. Each administrator is provided with two copies of regulation EBCE-R. One copy is kept at home for use during non-school hours and one copy is filed for use during school hours.

Notification Procedure

If a decision is made to close schools, the following procedure will be put into effect:

1. An automated phone, e-mail and/or text message will be delivered to staff;
2. An automated phone, e-mail and/or text message will be delivered to parents;
3. Staff and parents should also tune into radio and TV stations when severe weather conditions or emergencies exist.
4. In the event that weather or any other emergency should force the district to close schools, television and radio stations will be contacted;
5. Information about weather or emergency related issues will be posted on the APS Web site, aurorak12.org and the APS mobile app, as soon as possible;
6. Information will be posted on the district emergency line as soon as possible (303-326-1080);
7. A Community Connection alert will be sent to the key communicator network for school closures (not for delays).

School Closure

Plan A - Full Closure Prior to Start of School Day

1. If the decision to close schools due to inclement weather is made prior to the normal school opening time, no employee will be required to report for work unless directed otherwise by her/his immediate supervisor.
2. All contract employees (who work four or more hours per day) will be paid their regular salary for the day.

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3. Maintenance and operations and transportation employees will be required to work as directed by their supervisors. All other employees who are required to work (except administrators) will be notified by their supervisors.
4. If a full closure is for other than inclement weather, all employees will report for work at the normal starting time unless directed otherwise by their immediate supervisors, in which case the procedure for full closures due to inclement weather will be in effect as shown in steps one through three above.

Plan B - Late Start Schedule

1. If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for opening of schools. All students will be on a one-hour delayed start time. Students will report to bus stops one hour later than original pick-up times.
2. All employees are required to report for work in accordance with the announced later starting time, which may be earlier than the announced time for students.
3. Employees who do not report for work will be charged with a leave of absence and will enter their absence in accordance with procedures and pay practices followed on a normal work day.
4. In spite of a late start schedule, certain categories of employees such as custodian and maintenance personnel, will be required to report to work at the normal time as determined by their immediate supervisors. In such cases, they will be awarded overtime pay to the extent they are required to work more than 40 hours in the week.

Plan C - Early Dismissal Schedule

1. The decision to dismiss schools early will only be made when faced with extreme weather conditions that develop during the school day.
2. If conditions warrant, the superintendent working with the chief operating officer and the director of transportation will make a decision whether or not to close schools and dismiss early.

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3. School closure or late start schedules are communicated to local radio and television stations.
4. If weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by the immediate supervisor.
5. The building principal shall develop a procedure as to how students will be dismissed. This procedure should be conveyed to parents, students and staff.

Makeup Days

The school calendar may identify two days at the end of the year to be used at the discretion of the superintendent of schools to make up days missed by full day school closures due to inclement weather. All employees will be required to report for work on makeup days.

Reporting Employee Absences

In the event of a district closure, employee absences will be handled as follows:

1. If the closure is made prior to the start of the workday, employees will not be charged with an absence, and there will be no need to enter their absence. If an absence was submitted in advance, it will be deleted from the absence system; or
2. If the closure is made after the start of the work day, regardless of the reason for the closure, employees who are absent that day will be charged for a full day's absence and will need to enter their absence accordingly.