



ALTURAS

INTERNATIONAL ACADEMY

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INSTRUCTION

2210P

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled unless there is official notification from the Executive Director and/or Principal to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Executive Director and/or Principal will make the modification decision prior to 6:00 a.m. and contact public media outlets for broadcast to the community.

Work Schedules and Responsibilities for School Closure

Executive Director/Principal: Only the Executive Director and/or Principal shall have the authority to close the Charter School. The Executive Director and/or Principal will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Executive Director and/or Principal.

The Executive Director and/or Principal shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school, in the event that school has been closed, is properly and safely cared for and returned home.

Key Support Staff: The Executive Director and/or Principal may identify some employees as “key support” staff and require those employees to report to work when the schools are closed, insofar as is safely possible. The Executive Director and/or Principal and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home.

Other Staff: In the event of a school closure, teachers, librarians, psychologists, counselors, and nonessential classified staff are not expected to report for duty unless directed otherwise.

Procedure History:

Promulgated on: January 19, 2017

Revised on: March 11, 2021