

Policy #: <b>625</b>
Title: <b>INCLEMENT WEATHER</b>
Date of Initial Approval: 01-23-2014
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Directors and Supervisors

**I. PURPOSE**

The purpose of this policy is to communicate expectations and processes for students and staff at Minnesota State Academies (MSA) during inclement weather events and to ensure the safety of both students and staff. This policy also sets forth expectations for providing adequate direct and support services for students.

**II. GENERAL STATEMENT OF POLICY**

Since the Minnesota State Academies are not fully subject to weather emergencies declared by the Minnesota Management and Budget (MMB) office, especially when students are campus, determinations regarding student coverage, program needs, and staffing expectations are determined on a case-by-case basis. MSA provides continuous operations and are specifically exempt from declared weather emergencies. The superintendent and/or the on-call supervisor are responsible for making those determinations and communicating decisions with students, staff, and families, following procedures set forth in MSA Policy# 806 – Crisis Management. If the superintendent and/or the on-call supervisor determines that it is necessary to close school, following weather emergencies declared by the MMB and/or the governor, necessary arrangements will be made as outlined below.

**III. EMPLOYEE RESPONSIBILITIES**

- A. Employees scheduled for work are responsible to provide their own transportation to/from work and are responsible to make a reasonable and prudent effort to arrive at their job site on time for their shift.
- B. Employees who are unable to report for work or may arrive late due to severe weather conditions should use the usual call-in procedure and may request vacation leave, use of compensatory time, or unpaid leave. It is up to supervisors' discretion to approve or deny leave requests.
- C. When a determination of severe weather conditions has been made by the superintendent, meals and sleeping accommodations for employees who may not be able to make it home after their work shifts may be authorized.
- D. Employees reporting for work as scheduled shall report to their regularly scheduled area, but may be reassigned to carry out priority functions.
- E. In the event of staff shortages, employees may be required to remain on duty until adequate staffing is available.
- F. Employees are expected to remain on duty during scheduled work shifts unless specifically excused by the school administration and may be required to remain on duty past scheduled shifts until adequate staff is available.
- G. Staff are responsible to ensure students who travel outdoors in winter weather are dressed appropriately for existing conditions.

#### IV. SCHOOL CLOSINGS / STUDENT TRAVEL TO MSA

- A. As weather conditions vary greatly across the state of Minnesota, school districts or bus companies transporting students to MSA are responsible for making decisions regarding safe travel to Faribault.
- B. School districts or bus companies that determine weather conditions exist which are unsafe for travel shall call the on-call supervisor at [507-339-1270](tel:507-339-1270) and leave a message to communicate plans for transporting students. (i.e. adjusted drop-off times/dates)
- C. The on-call supervisor will inform appropriate employees of changes in student's travel plans.
- D. In the case of a significant decrease in students returning to MSA, the on-call supervisor will work with supervisors to adjust staffing levels to reflect the needs of students. Every attempt will be made to contact staff prior to their reporting to work.
- E. If inclement weather conditions exist in Faribault on a day that students are scheduled to return, the superintendent may close the Academies until safe weather conditions return. If the Superintendent is unavailable, the on-call person will be solely responsible for the closure decision.
- F. In case of school closure, announcements will be made on WCCO radio and TV. An email message will also go out to all parents informing them of the decision. Announcements may also be shared on the MSA websites and Facebook pages and/or parent/employee notification systems utilized by MSA. Once a decision is made to close, the on-call supervisor is responsible for ensuring bus companies and parents are contacted and notified of the closure. The on-call supervisor may utilize employees and supervisors to assist with this process.
- G. In case of school closure, employees will also be notified. Essential employees necessary to maintain the safety and essential functions of the campuses will continue to be scheduled to work. (The work may be performed on campus or at alternate work sites as approved through MSA Policy #456 – Temporary Teleworking). Non-essential employees will not be scheduled to work and may request vacation leave, use of compensatory time, or unpaid leave for use during days when school is closed. If applicable, employees may be authorized for emergency pay as approved by the MMB in extreme weather incidents. The superintendent and/or the on-call supervisor will determine who are essential employees in the event of school closures and will communicate directly with those employees.

#### V. STUDENT TRAVEL FROM MSA ON WEEKENDS

- A. Inclement weather conditions will be monitored by the Superintendent and/or the on-call supervisor. If inclement conditions are expected on the day that students are expected to leave MSA to go home, MSA administrators will work with students' home school districts to determine the safest way to transport students home. Students may need to be picked up a bit earlier than their usual pick-up/drop-off times or on a different day. School districts/transportation companies responsible for picking up

students maintain responsibility for notifying parents of alternate travel schedules.

- B. If inclement weather conditions exist which prevent school districts and parents from picking up students on their departure day, arrangements will be made for students to stay on campus. Once weather conditions improve, students will be expected to go home, if reasonable.

## **VI. DAY STUDENTS**

- A. When district transportation of a day student is not provided or the parent determines travel to MSA is unsafe due to weather conditions, the student is excused. If parents choose to provide their own transportation in lieu of district transportation, they must communicate with the department secretary to ensure plans are in place for staffing and supervision.
- B. Parents are required to complete the MSA Student Transportation Card (Appendix 625-A) indicating plans for the student in case of inclement weather. The department secretary must keep a record of all authorizations and follow directives on this card during inclement weather incidents.
- C. When area schools are closed/closing, MSA will coordinate day student transportation needs with local districts and/or parents. Parents may pick up their children early and/or keep their children home if they feel the weather is becoming too severe for safe travel.
- D. Campus Directors will contact the directors of student life, student nutrition and health services in the event a day student is unable to return home.

## **VII. STUDENT SAFETY AT MSA**

- A. Every effort will be made to ensure student safety during inclement weather while students are attending school. If it becomes necessary for students to travel outdoors, appropriate clothing will be monitored along with close supervision of students to ensure safety. As appropriate, busing will be provided to transport students between buildings (i.e. sub-zero weather, high wind chill factors).
- B. Transportation between the MSAB/MSAD campuses may be canceled if students cannot be transported safely on city streets. Campus directors will communicate any schedule changes with parents as appropriate.