

## **Inclement Weather & Building Closure Policy**

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### **Building Closure Policy**

In the event that we must close the buildings due to inclement weather or for some other reason, employees will receive communication via the School's email account. Additionally, you may consult the School's website or Facebook page for closure information. There will also be a recorded message on the school's phone. Teachers, please communicate with your learners via TalkingPoints.

The School makes every effort to proactively communicate. It is each employee's responsibility to monitor their School email for communication on our operational status. The School makes every effort to finalize the decision on closure status at least three (3) hours prior to the start of class, which will enable the announcement to be posted at least two and a half (2 ½) hours prior to class.

### **Early Dismissal**

When the decision is made for early dismissal, learners, teachers, and administrative personnel are informed through email, the PA system and a recorded message on the school's phone. In the event of early closure, senior administrative personnel and supervisors will remain in the building until all learners have been dismissed. Please follow the instructions given in the email communication and announcement and exit the building as requested.

### **Hybrid Work Expectations**

Due to our Hybrid Remote Work Policies, the majority of our employees have the tools needed for remote work and regularly work virtually. Unless otherwise indicated in the email communication, the expectation for all employees is to work remotely on days when we decided that closing our buildings is necessary or where early departure takes place. Please inform your direct supervisor if you have trouble working remotely as a result of outages due to inclement weather. If your role is not eligible for remote work, work with your supervisor for specific instructions on what tasks you may complete remotely.