

## **School Closure or Delayed Start Information**

### **Declaring a School Closure or Two Hour Delayed Start:**

Kalispell Public Schools Superintendent coordinates with District Transportation and Facility Departments to determine a legitimate need to close or delay start for schools due to inclement weather. ● A delay will be a two hour late start that results in all schedules, such as school start times, bus pick-up, etc. to be two hours later than normal but schools will still dismiss at normal times.

- In the event that schools are closed for the day, KPS will change to asynchronous learning for that day. Going to asynchronous learning will not result in “extra days” at the end of the year for students and teachers.

### **Communication Process:**

- KPS Superintendent communicates to the County Superintendent of any school closure by 5:30 a.m. The County Superintendent handles the media contacts for all school districts in Flathead County. ● If KPS determines a school closure is necessary, then our 13 partner districts typically will close, **however**, our partner districts will have the option of remaining open if they choose. ● If KPS determines that a Two Hour Late Start is necessary, then each partner district determines their own schedule. KPS going to a Two Hour Late Start does not dictate that the partner districts will have to do the same.
- KPS Superintendent will send out a mass communication by voice and email informing our student’s families and staff of school closure or two hour late start no later than 6:00 a.m.
- KPS Superintendent will contact Central Office administrators and building principals no later than 6:00 a.m., who in turn, will communicate to their building staff.

### **Who Reports to Work?**

The following essential staff report to work sites assuming they can safely travel to work and are not impacted by road closures: All K-12 and Central Office Administrators, Payroll Clerk, Accounting Analyst, Account Technician, Superintendent’s Assistant, Human Resources Specialist, Environmental Services Technicians and Leaders, Building Heads, Maintenance and Ground staff, Information Technology staff.

### **Make-Up Days**

Make-up day(s) for employees not indicated as essential staff or able to work will be designated later on the calendar.

### **Emergency Road Conditions**

If there are emergency road closures issued by Montana Department of Transportation then no staff reports to work until the closures have been lifted in their area. If there are emergency road travel advisories issued by Montana Department of Transportation then only essential staff reports to work unless other arrangements have been made with appropriate supervisor.