SEVERE WEATHER CLOSINGS/EMERGENCIES

A. On occasion, severe weather may justify closing district operations. In the event that severe weather occurs and the superintendent determines that some or all of district operations shall be closed, then such notification will be made via the Ingham ISD alert system.

B. If a local school in which an employee serves is closed by severe weather; it shall be the responsibility of the employee to report in person to the Ingham ISD office or follow their professional hours plan. In the absence of such a notification, all employees will be expected to report for work. Employees of Ingham ISD assigned to work in a constituent local district will be expected to report for work if the local district is open.

C. In the event that an employee determines that he/she cannot report for work because of weather conditions and the superintendent does not close the district, then the employee will be charged a leave day.

D. Closing of a building or a portion of a building for any reason; such as boiler failure, power failure, or any other reason deemed valid by the superintendent, shall not diminish the responsibilities of employees assigned to other buildings or portions thereof. Upon such a closing, the superintendent may temporarily assign employees to work at other locations.

E. The principals of Heartwood School and the Wilson Talent Center, along with the supervisors of any other programs of the district directly enrolling students, include the school closing procedures for their respective buildings or programs in student and/or parent handbooks, staff manuals, and other communications, so that parents, students and staff are familiar with them in advance of any school closing.

ADMINISTRATIVE REGULATION

Adopted: June 19, 1979
Amended: July 18, 2006
November 24, 2014
Adopted: November 19, 2019