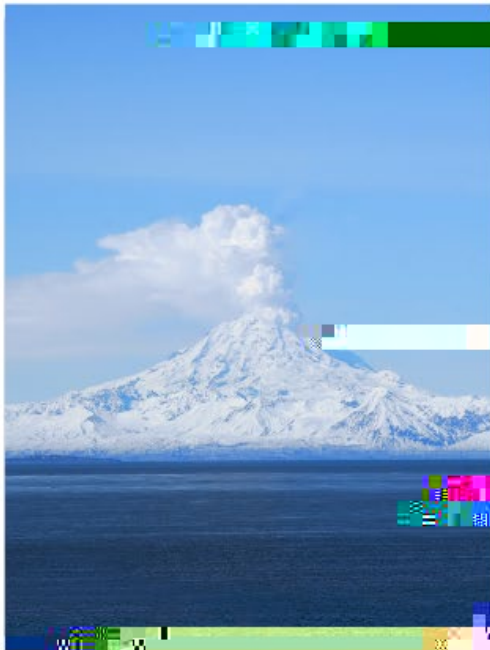


ANCHORAGE SCHOOL DISTRICT Emergency Closure Plan



2023 - 2024 School Year



Anchorage School District
Educating All Students for Success is

- 7) Alaska State Troopers (additional resource for Seward Highway)
 - 8) Joint Base Elmendorf-Richardson (673d Air Base Wing)
- b. The SDT and the SDMO contact the COO no later than 4:45 am to report the status of road sidewalks, and schools; and provide an assessment of the impact on school operations. The COO

connection to a neighborhood school.

- c. If the decision is made to modify school start times or close schools, the COO immediately contacts the Chief of Communications and External Affairs to begin the notification process. The COO will notify Chiefs who in turn will notify their direct reports for their communication to respective staff, ensuring that all personnel are notified.
- d. The COO contacts the 673d ABW (907-1900, Alternate 907-691-6681) to inform of the District's school plans for that day.

4. If the Superintendent is not available, the COO will confer with the SDT and make the decision.

5. Communications and External Affairs: All closings or changes in normal operation are to be reported publicly by the Chief of Communications and External Affairs. The public announcement should be made no later than 5:30 am. Exceptions may occur on days when weather or road conditions change rapidly during the morning hours. The Communications Department will notify local media and provide updated information on the following ASD communication channels.

- a. Website: www.asdk12.org
- b. ASD App
- c. Text: via subscription
- d. Twitter: www.twitter.com/asd_info
- e. Facebook: www.facebook.com/AnchorageSchoolDistrict
- f. Phone: 907742-4000

6.

Procedures for Changes in Normal School Operation

Hazardous Travel and Work Attendance Rules.

1. Attendance Rules for Delayed Start Days Only

Principals Principals will attempt to arrive at school earlier than usual.

Teaching Staff Teachers will report for duty at their regular times and be prepared to supervise students whose parents deliver them at the usual time, provided they can travel safely.

Non-Teaching Staff All nonteaching staff will be expected to report for duty at their regular times provided they can travel safely.

TOTEM Employees reporting to work by the rescheduled start time will receive pay for the time between the regular start time and the rescheduled start time.

2. Attendance Rules During Emergency Closure Days

Principals Principals will attempt to arrive at school earlier than usual.

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schools, are to be treated like school employees during an emergency school closure that affects all schools.

ACE When District facilities are closed to students due to inclement weather conditions, employees will telephone the supervisor if arrival will be late unless phone contact is not feasible. When an employee arrives within 90 minutes of the regular starting time, full credit will be given for the day's attendance. If travel to the workplace is hazardous, the absence will be charged in the following order: (1) nonwork days; (2) if the employee has no nonwork days, annual leave; (3) if the employee has no annual leave, unpaid leave. By mutual agreement between the supervisor and the employee, the employee may be allowed to utilize flexible scheduling to make up for missed work or may work from an alternative work site.

3. Attendance Rules Emergency Remote Learning Days: All unions, unless mentioned specifically below, should refer to the Attendance Rules During Emergency Closures Days above. Any alterations for employees in other unions must follow contract guidelines and be approved by Labor Relations.

TOTEM Employees may, with the approval of their supervisor, work on preapproved professional development projects.

Bus drivers/attendants, and Student Nutrition Employees have the option to participate in training if they report to work on these days.

SUBSTITUTE TEACHER: Subs ~~it~~ sub positions should be providing support to students on remote days and paid. Building subs should be paid if they show up to the school and the principal is able to find work for them during the day. Building subs that do not report are not paid. Regular subs should not be reporting to work.

4. The following employee groups should not report when students are not in attendance

- a. Bus drivers and attendants (will be notified by 5:30 a.m.)
- b. Student nutrition employees working in school buildings
- c. Crossing guards and noon duty attendants

5. School Closure and Paycheck Release If a determination to close schools is made on a day that paychecks would typically be released for either monthly paid employees or daily paid employees, the following procedures will apply:

- a. School paychecks will be held at the ASD Education Center and will be available ~~for~~ pick

district employees will report for duty at their regular time.”

Schools Closed: “All ASD schools are closed today due to weather and road conditions. Employees should follow emergency closure procedures for their building or department. Unless otherwise