



SECTION: Support Services
School Closings, Delays, and Cancellations
Approved: 7/2021

School Closings, Delays, and Cancellations

Colorado Early Colleges' (CEC) Chief Executive Administrator authorizes each CEC Head of School/Principal to delay school openings, close his or her school, or dismiss students early in the event of hazardous weather or other emergencies that threaten the safety, health, or welfare of students and staff members.

Each CEC Head of School/Principal will typically follow the procedures of the school district in which the school resides to determine school closures or delays. Each CEC Head of School/Principal also has the authority to close or delay school when he or she feels keeping school open threatens the safety, health, or welfare of students and staff, even if the school district in which the CEC school resides does not close or delay the start of school.

Parents, students, and staff members will be informed at the beginning of each school year how they will be notified in the event of emergency closings, early dismissals, or delayed starts.

- CEC schools will notify parents/guardians and students via the CEC Student and Family Handbook, and website postings.
- CEC will notify staff via the CEC Employee Handbook, during staff meetings, and during the onboarding process for new staff.

For all other off-campus programs or classes, the student is expected to follow each program's closure procedures.

When schools are closed due to inclement weather or emergencies, all student activities, events, and community use of building facilities and grounds will be cancelled. Exceptions may only be made by the Head of School/Principal and will be communicated directly to the program participants.

The CEC Head of School/Principal will notify the following individuals and organizations of a school closure due to hazardous weather or other emergencies not noted on their school calendar:

- CEC Chief Executive Administrator
- CEC Executive Office Administrator
- Appropriate CEC Network staff and departments such as Food Services and Transportation
- Colorado Charter School Institute (CSI)

Closings for Reasons Other Than Inclement Weather.

Should schools be closed for nonemergency reasons, staff may still be expected to work and affected staff will be notified.

Early Dismissal

After the decision to operate schools has been made, the school must be open to serve students. However, if conditions develop during the day that necessitate sending students home early, all efforts will be coordinated through the Head of School/Principal. Appropriate communications with parents regarding their student(s) being released early must be accomplished before dismissal.

Closings Due to Inclement Weather or Other Emergencies

The following personnel should make every effort to accomplish essential and required work, either remotely or by reporting physically to work. Additionally, because essential personnel must complete certain work activities in the event of school/district closings, it is imperative that all personnel understand their responsibilities:

1. Chief Executive Administrator and appropriate Network personnel
2. Heads of School/Principals
3. Security office personnel
4. Human Resources designated phone coverage
5. Facility managers or designated custodians

Previously Arranged Leave

In the event of unscheduled closures, employees on leave of absence approved by their supervisor and Human Resources will not receive the benefit of miscellaneous leave granted under emergency conditions, and this time will be charged in its entirety to their applicable leave balances.

Hazardous Conditions

During severe weather times, parents and employees are asked to help by making a decision regarding their own safety. If in a parent's or employee's judgment it is too hazardous to travel to school, the student or employee should stay at home. Employees who cannot make it to work because of the weather or road conditions, even though schools are operating, may cover the absence with PTO leave. Students should contact their teachers to complete make-up assignments according to the attendance policy.

Legal References:

C.R.S. 22-32-109(1)(n) School District Boards – Powers and Duties

C.R.S. 22-33-104(1) School Attendance

Policy References:

Student Handbook

Employee Handbook