# A District Authority

The governance of the district shall be vested in the board.

# Home Rule

The board shall have authority to conduct district business without specific statutory delegation. The board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

### RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

Mr. President, I move the adoption of the following resolution:

#### RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 113, Nemaha County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 113, Nemaha County, Kansas, that the board shall exercise to power granted by law and by this resolution.

ADOPTED by the Board of education of Unified School District 113, Nemaha County, Kansas, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### AA School District Legal Status

Member district boundaries for consolidated Unified School District 113 Prairie Hills comprised of former USD 441 Sabetha and USD 488 Axtell--Summerfield

- 1. That part of the school district located in Brown Co, KS, in Hamlin, Morrill and Walnut Townships, and Berwick Township in Nemaha Co, Ks.
- 2. That part of the school district lying within the city limits of Sabetha, KS, beginning at the intersection of Berwick Rd and North 14<sup>th</sup> St, thence east to old Highway 75, thence South to Main Street, thence west to the city limits, then North following the city limits to the place of beginning.
- 3. That part of the school district lying within the city limits of Sabetha, KS, beginning at the west city limits on Main St, thence east on Main Street to old Highway 75, then southerly and westerly follow the city limits the place of beginning.
- 4. That part of the school district lying in Nemaha County, in the Townships of Capioma, Granada, Harrison, Reilly, Wetmore, and the towns of Goff and Wetmore, that portion of Powhattan Township, Brown County, located in the school district boundaries, and that portion of Jackson Co, KS, located in the district boundaries.
- 5. That portion of the school district in Nemaha County, KS, east of a line beginning at the northwest corner of Sec. 2-12-1, thence south 3 miles, thence east 2 miles, thence south 2 <sup>1</sup>/<sub>2</sub> miles to the district boundaries, thence all that property located in Washington Township, Gilman Township, Rock Creek Township, Richmond Township, and Adams Township which is in the school district, excluding the city of Sabetha, Kansas.
- 6. That portion of the school district west of a line beginning at the northwest corner of sec. 2-12-1 in Nemaha County, Kansas, thence south 3 miles, thence east 2 miles, thence south 2 ½ miles to the school district boundary, and including all of the school district property located in Marshall County, Kansas.
- 7. At large member.

Submitted by:

David G. Shriver, Attorney, Sup. Ct No 08792 Kansas Association of School Boards

### Legal Description for Consolidated District of USD 441 and 488 Marshall, Nemaha, Brown and Jackson Counties

Beginning at the NW corner of section 2, T1S, R8E, thence east along the Kansas-Nebraska State line 44 miles into Brown County to the NE corner of Sec. 1-1-15, thence south ½ mile, east to the center of Sec. 6-1-16, south ½ mile, west to the SW corner of Sec. 6-1-16, south ½ mile, west ¼ mile, south ½ mile east ¼ mile, south ½ mile, east to the center of sec. 8-1-16, north ½ mile, east ½ mile, south ½ mile east 1 ½ miles, south 1 mile to the center of sec. 21-1-16, thence west 1 ½ miles, south ½ mile, east 1 mile, south 1 mile, west 1 mile, south ½ mile to the NW corner of the SW ¼ of sec. 32-1-16, thence east ¼ mile, south 1 mile, west ¼ mile, north ½ mile, west 34 mile, south 1 mile to the SW corner of Sec 6-2-16, thence east 1 ¼ miles, south ½ mile, west 34 mile, south 1 ½ miles to the SW corner of the SE/4 of sec. 18-2-16, thence west 1 mile, north ½ mile, west 1 ½ miles, north ½ mile, west 1 mile, south ½ mile to the NE corner of the SE/4 sec. 16-2-15, thence west 1 mile, south 4 ½ miles, west ¼ mile, south ½ mile, west 4 mile, south ½ mile, west ½ mile, east 4 mile, south 4 ½ miles, west 14 mile, south ½ mile, south 14 mile, west 14 mile, south ½ mile, east 14 mile, south 4 ½ miles, west 14 mile, south ½ mile, south ½ mile, west 14 mile, south ½ mile, west 12 mile, south 12 mile, west 10 mile, west 14 mile, south 12 mile, west 14 mile, south 12 mile, west 14 mile, south 12 mile, south 14 mile, west 14 mile, south 14 mile, west 14 mile, south 12 mile, east 14 mile to the center of Sec. 24-3-14, thence south 14 mile, west 14 mile, south 12 mile, east 14 mile, south 12 mile, east 14 mile, east 14 mile, east 14 mile, south 12 mile, west 14 mile, west 1

2 <sup>1</sup>/<sub>4</sub> miles to the NW corner of the NE/4 of sec. 9-4-15, thence 1 mile, west <sup>1</sup>/<sub>4</sub> mile, south <sup>1</sup>/<sub>4</sub> mile, east <sup>1</sup>/<sub>4</sub> mile, south <sup>3</sup>/<sub>4</sub> mile to the SE corner of the SW/4 of Sec. 16-4-15, thence east approximately 9/16 mile, south <sup>1</sup>/<sub>2</sub> mile, east approximately 1 7/16 miles to the center of sec. 23-4-15, thence south 1 <sup>3</sup>/<sub>4</sub> miles, west <sup>1</sup>/<sub>2</sub> mile, south <sup>3</sup>/<sub>4</sub> mile, west 1 <sup>1</sup>/<sub>4</sub> miles, south into Jackson <sup>1</sup>/<sub>2</sub> mile, east <sup>1</sup>/<sub>4</sub> mile, south 1 <sup>1</sup>/<sub>2</sub> miles to the SE corner of Sec. 9-5-15, thence west <sup>1</sup>/<sub>2</sub> mile, south <sup>1</sup>/<sub>2</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, south <sup>1</sup>/<sub>2</sub> mile to the SE corner of Sec. 13-5-14, thence south <sup>1</sup>/<sub>2</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, south 1 mile, east <sup>1</sup>/<sub>4</sub> mile to the SE corner of sec. 25-5-14, thence south <sup>1</sup>/<sub>2</sub> mile, east 1 mile, south <sup>1</sup>/<sub>2</sub> mile, west 1 mile, west <sup>1</sup>/<sub>2</sub> mile to the NE

corner of sec. 6-6-15, thence south ½ mile, west ¼ mile, south ½ mile, west ¾ mile, north 1 mile, west along the Nemaha-Jackson county line approximately 2 ¼ miles to the SW corner of the SE/4 of sec. 34-5-14, thence north ½ mile, west 1 ¼ miles, north ½ mile, west ¼ mile, south ¾ mile, east 1 mile, south ¼ mile to the SE corner of sec. 33-5-14, thence west along the county line 3 miles, north 1 mile, west 1 mile, north ½ mile, west ¼ mile, north ½ mile, east ¼ mile, east ¼ mile to the NW corner of sec. 25-5-13, thence north ¼ mile, east ¼ mile, north ¼ mile, east ¼ mile, north ½ mile, west 1 mile, west 1 mile, north ½ mile, east 1/2 mile, north ¼ mile, east ¼ mile, north ½ mile, west ½ mile, south ¼ mile, west 1 mile, north ½ mile, east 1/2 mile, north ½ mile, west ½ mile, north ½ mile, west 1/2 mile, south ¼ mile, west 1 mile, north ½ mile, east 1/2 mile, north ½ mile, east ½ mile, north ½ mile, north 1 mile, east ½ mile, north 2 miles to the NW corner of sec 21-4-13, thence east ½ mile, north 1 mile, east 1 ½ mile, north 1 mile, east 1 ½ miles, north ½ mile to the NW corner of sec. 11-4-13, thence east ½ mile, north 1 mile to the NW corner of sec.

11-4-13, thence east ½ mile, north 1 mile, west 1 mile, north 1 mile, west 1 mile, north 1 ½ miles to the center of sec. 21-3-13, thence east ¼ mile, south ¼ mile, east ¼ mile, south ¼ mile, east 1 mile, north 1 mile to the NW corner of sec. 23-3-13, thence east 1 mile, north 1 mile, east 1 mile, north 4 ½ miles, west ½ mile, north ½ mile, west ½ mile, south 1 mile to the SE corner of sec. 23-2-13, thence west ¾ mile, northwesterly along the Public Road to the east-west center line of sec. 23-2-13, east to the NW corner of the E/2 of the SW/4 of said sec. 23, north ½ mile, west 1/¼ miles, north 1 ¼ miles, west ¼ mile, south ¾ mile, west ¾ mile, west ½ mile, west ½ mile, south ½ mile, west ½ mile, south ½ mile, south ½ mile, west ½ mile, south ½ mile, west ½ mile, north ½ mile, south 1/½ mile, west ½ mile, north ½ mile, south 1/½ mile, west ½ mile, north ½ mile, south 1/½ mile, west ½ mile, north ½ mile, south 1/½ mile, west 1/½ mile, north ½ mile, north 1/½ mile, west 1/½ mile, north ½ mile, north 1/½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north 1/½ mile, west 1/½ mile, north ½ mile, north 1/½ mile, north ½ mile, north ½ mile, north ½ mile, north ¾ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, north ½ mile, north ¾ mile, west 1/½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, north ½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, north ½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, north ½ mile, west 1/½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, north ½ mile, north ½ mile, west 1/½ mile, west 1/½ mile, north ½ mile, west 1/½ mi

sec. 26-1-12, thence south  $\frac{1}{2}$  mile, west  $\frac{1}{2}$  mile, north  $\frac{1}{2}$  mile, west  $\frac{1}{4}$  mile, north  $\frac{1}{4}$  mile, west  $\frac{1}{4}$ mile, north  $\frac{3}{4}$  mile to the NW corner of sec. 27-1-12, thence west 1 mile, north 1 mile, west  $\frac{1}{2}$ mile, north 1 mile, west  $\frac{1}{4}$  mile, north  $\frac{1}{2}$  mile, west 1  $\frac{1}{4}$  miles to the NW corner of the SW/4 of sec. 7-1-12, thence south <sup>1</sup>/<sub>2</sub> mile, west <sup>3</sup>/<sub>4</sub> mile, north <sup>1</sup>/<sub>4</sub> mile, east <sup>1</sup>/<sub>4</sub> mile, north <sup>1</sup>/<sub>4</sub> mile to the center of sec. 12-1-11, thence west 1  $\frac{1}{4}$  miles, south  $\frac{1}{2}$  mile, west  $\frac{1}{4}$  mile, south  $\frac{1}{4}$  mile, west  $\frac{1}{2}$ mile, south  $\frac{1}{4}$  mile to the center of sec. 15-1-11, thence west  $\frac{1}{2}$  mile, north 1  $\frac{1}{4}$  miles, east  $\frac{1}{2}$ mile, north 1 <sup>1</sup>/<sub>4</sub> miles, east 1 mile to the NW corner of the NE/4 of sec. 2-1-11, thence south <sup>3</sup>/<sub>4</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, north <sup>1</sup>/<sub>4</sub> mile, west 1 mile, south <sup>1</sup>/<sub>2</sub> mile, west 1 mile to the SW corner of sec. 4-1-11, thence south 1 mile, east  $\frac{1}{2}$  mile, north 1  $\frac{1}{2}$  miles, west 2  $\frac{1}{2}$  miles, south along the Marshall-Nemaha County line 4  $\frac{1}{2}$  miles to the SW corner of sec. 30-1-11, thence east 1  $\frac{1}{2}$  miles into Nemaha County, north 1/4 mile, east 1/2 mile, north 1/4 mile, east 1/2 mile, south 1/2 mile to the SW corner of the SE/4 of sec.28-1-11, thence west  $\frac{1}{4}$  mile, south 1 mile, west  $\frac{3}{4}$  mile, south  $\frac{1}{2}$ mile, west  $\frac{3}{4}$  mile, south 1  $\frac{1}{2}$  miles, west  $\frac{3}{4}$  mile to the SW corner of sec. 7-2-11, thence south  $\frac{1}{2}$ mile, east  $\frac{1}{2}$  mile, south  $\frac{1}{2}$  mile, west  $\frac{1}{2}$  mile, south along the county line 1  $\frac{1}{2}$  miles, west  $\frac{3}{4}$ mile, south  $\frac{1}{2}$  mile, east  $\frac{3}{4}$  mile to the SE corner of sec. 25-2-10, thence south along the county line 1 mile, west  $\frac{1}{2}$  mile, south 1 mile, east  $\frac{1}{2}$  mile, south  $\frac{1}{2}$  mile, west  $\frac{1}{2}$  mile to the center of sec. 12-3-10, thence south 1 <sup>1</sup>/<sub>2</sub> miles, west 3 <sup>1</sup>/<sub>2</sub> miles, north <sup>1</sup>/<sub>2</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, north <sup>1</sup>/<sub>4</sub> mile, east <sup>1</sup>/<sub>2</sub> mile, east <sup>1</sup>/<sub>2</sub> mile, north <sup>1</sup>/<sub>4</sub> mile to the NE corner of sec. 17-3-10, thence west 1 <sup>1</sup>/<sub>2</sub> miles, south 1/2 mile, west 1/2 mile, north 1/2 mile, west 1/2 mile, north 1/2 mile to the center of sec. 12-3-9, thence west  $\frac{1}{2}$  mile, north  $\frac{1}{2}$  mile, east 1 mile, north  $\frac{1}{2}$  mile, west  $\frac{1}{2}$  mile to the center of sec. 1-3-9, north <sup>1</sup>/<sub>2</sub> mile, east <sup>1</sup>/<sub>2</sub> mile, north 3 miles to the SW corner of 18-2-10 (Marshall Co.), west <sup>1</sup>/<sub>2</sub> mile, north 2  $\frac{1}{2}$  miles to the center of sec. 1-2-9, thence east  $\frac{1}{2}$  mile, north  $\frac{1}{4}$  mile, west  $\frac{1}{2}$  mile, south <sup>1</sup>/<sub>4</sub> mile, west <sup>1</sup>/<sub>2</sub> mile, north <sup>1</sup>/<sub>2</sub> mile to the NE corner of sec. 2-2-9, thence west 2 miles,

north 1 mile, east ½ mile, north ¾ mile, east ½ mile, south ¼ mile, east ½ mile to the center of sec. 26-1-9, thence south ½ mile, east 1 ¼ mile, north ½ mile, east 1 ¼ mile, north ½ mile, west 1 ½ miles to the SW corner of the SE/4 of sec. 23-1-9, thence north ½ mile, west ¼ mile, north ½ mile, west ¼ mile, south 1 mile, west ½ mile, north ½ mile to the center of sec. 22-1-9, thence west 1 mile, north 1 mile, west 1 mile, south ½ mile, west ½ mile to the SE corner of sec. 18-1-9, thence north ¼ mile, west ½ mile, south ½ mile, west ½ mile, south 2 mile, south ½ mile, south ½ mile, west ½ mile, south ½ mile, west ½ mile, south ½ mile, south ½ mile, west ½ mile, south 1 mile, west ½ mile, south 1 mile, west 1 mile, south 1 mile, west 1 mile, north 1 mile, west 1 mile, south 1 mile, west 1 mile, north 1 mile, west 1 mile, south 1 mile, west 1 mile, north 1 mile, west 1 mile, south 1 mile, west 1 mile, north 1 mile, west 1 mile, south 1 mile, west 1 mile, north 1 mile, west 1 mile, north 1 mile, east 1 mile, north 1 mile, west 1 mile, north 1 mile, east 1 mile, north 1 mile, west 1 mile, north 1 mile, west 1 mile, north 1 mile, east 1 mile, north 1 mile, east 1 mile, north 1 mile, west 1 mile, north 1 mile, east 1 mile, north 1 mile,

I, David G. Shriver, attorney, Supreme Court Reg. # 08792, hereby certifies that the above legal description is an accurate compilation of the legal descriptions of USD 441 Nemaha County and USD 448 Marshall County, and incorporates all of the property contemplated to remain in the consolidated district, if approved.

March 30, 2010

David G. Shriver

# ABE District Goals and Objectives

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to insure that students are able to function effectively in their environment, employment, and continuing educational efforts. Approved:

### ABE-R District Goals and Objectives

The board shall participate in long-range planning through committee involvement with the superintendent and designated staff to review progress on the implementation of priorities, initiatives, and long-range plans. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve long-range goals.

The superintendent shall develop necessary procedures, forms, or other measures to implement this policy.

The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and to make recommendations concerning specific district long-range plans.

The superintendent shall give the board periodic reports. Approved:

#### AC School District Organization Plan

Sabetha will be organized on a Pre-K-5, 6-8, 9-12 basis; Wetmore will be organized on a K-8, 9-12 basis; Axtell on a 5- 8, 9-12 basis; Summerfield on a Pre-K – 4 basis. Approved:

## AD District Attendance Areas

The board shall review school attendance areas annually and make changes as warranted. Approved:

### AD-R School District Attendance Areas

The superintendent, or a person designated by the superintendent, shall, on or before April 1 of each year, prepare a written report for the board, which report shall contain recommendations concerning the changing of school attendance areas for the succeeding school year and the reasons for such recommendations. The board shall consider such recommendations at the first regular meeting following receipt of said report, but shall take no action on the report at that meeting. The changes recommended shall be given to the news media for publication in order that the patrons of the school district may be made aware of possible attendance area changes and have an opportunity to appear before the board of education and express their opinions in regard to the recommended boundary changes. The board shall take no action on the recommended changes until after the patrons of the school district have had an opportunity to appear before the board in regard to the recommended changes.

### ADA <u>School Census</u>

The board may direct the superintendent to conduct a census of the following:

- The number of potential students living in the district under the age of 5 years;
- The number of potential students residing in the district between the ages of 5 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary, such as, but not limited to, birthdates of potential students in those categories.

Approved: 02/11/2019

## ADA-R School Census

Sometime during the month of January of each year, the superintendent may cause to be taken an annual census of the children of the school district, which census shall enumerate the number of children residing therein under the age of five (5) years, the number between the ages of five and 17, and the number between the ages of 17 and 21. Such census shall also obtain information related to the planning of transportation services and such other information as the superintendent deems will be of assistance to the school district. To the extent possible, such information shall be ascertained by means of personal interviews with the families of the children living in the district, but the superintendent may use such other methods which will produce the information desired.

### AEA-R School Calendar

On or before April 1 of each year, the superintendent shall present to the board his recommendation as to the school calendar for the succeeding school year. In making such recommendation, the superintendent shall consider the customs of the residents of the school district, holidays mandated by law and by board of education policies, athletic events schedules, the commencement and ending of "summer school" sessions of colleges and universities attended by employees of the school district and such other matters as the superintendent shall deem to be important or which may be referred to him by members of the board of education. The superintendent shall also consider the recommendations of the professional staff in the preparation of the school calendar, but the adoption of the school calendar shall not be a subject of discussion in the meet and confer process.

In addition to national holidays and state holidays prescribed by the congress of the United States and the legislature of the State of Kansas, upon which days school will not be held, the board hereby designates the following days as non-school days;

#### NONE

In addition thereto, every effort will be taken to not hold school on the Friday next following Thanksgiving, on the Friday next preceding and the Monday next following Easter. All other non-school days shall be as specified in the school calendar.

### AEA-R-1 School Calendar (cont.)

Board calendar:

- July Elect officers of the board for the ensuing year. Annual appointment of clerk, treasurer, and attorney. Designation of official depository of district funds. Final approval of budget and employment of auditor. Designation of the official newspaper.
- August Review and revise board policies.

October Review auditor's report.

- November Recognize district professional organization by December 1.
- January Review budget requirements for next year. Consider employment of superintendent and other administrators.
- March 1 Consider teacher contracts (re-employment).
- April Consider employment of non-certified personnel.
- May Approve equipment requests and purchase of supplies for the next year. Approve summer maintenance programs.

Approve employment of extra summer custodial help.

Approve and notify certified teachers of their contracts by the third Friday in

May.

June Consider preliminary approval of budget submitted by the superintendent. Hear final fiscal report.

#### AEB <u>School Year and Learning</u> Opportunities

#### (See AE, JBD, JBE, JCDA, and JDD)

#### Prolonged or Shortened School Year

The board may prolong or shorten the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board, as necessary. The board may prolong or shorten the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hours required by Kansas law.

#### Additional Learning Opportunities for Students

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to additional academic sessions taking place:

- before- or after-school;
- on Saturday; and/or
- during the summer.

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during additional academic sessions.

Approved: 08/08/2016

### AEB-R Extended School Year

The board may extend the regularly scheduled academic school year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: Snowstorms and other weather conditions, heating failure in the buildings, health reasons (epidemics), teacher's strikes, budgetary problems etc.

### Approved:

### AEBA-R Summer Sessions

The superintendent shall be responsible for the preparation of a plan to operate "summer sessions" of school within the school district, which sessions shall not interfere with the regular instructional program of the school district.

All summer classes such as driver's education and music will be scheduled by the superintendent or his appointed representative. All fees, including textbook rental, will be paid by the student to the school. The salary for the instructor shall be determined by the board unless that instructor is on an extra month contract. In such case, the salary will be as stipulated on the salary schedule.

## AF <u>School Day</u>

Except as otherwise provided in the negotiated agreement for staff members covered thereby, the board shall establish the time of beginning and of ending the school day and other time schedules.

Approved: July 9, 2018

# AF-R School Day

The beginning and ending times for all classes in each attendance center will be published each August in the official district newspaper.

Approved:

# AFA Double Sessions

The board is opposed in principle to double sessions, but may establish some because of extenuating circumstances.

# AFB Evening Sessions

The board shall provide for evening sessions of instruction, provided sufficient interest in such sessions is demonstrated by the students and provided that such sessions are within the financial capabilities of the school district.

Approved:

# AFC Emergency Closings

The board, by regulations, shall prescribe the emergency situations for which the schools may be closed.

## AFC-R Emergency Closings

The board hereby delegates to the superintendent of schools the authority to close any school whenever any condition exists which, in the opinion of the superintendent, warrants the closing of one or more or all schools. If the superintendent of schools is not available to make such a decision, the board delegates such authority to the assistant superintendent of schools and if he/she is not available, the principal of each school is given the authority to close his/her school until such time as the closing can be reviewed by the superintendent or by the board of education. In any case of extreme emergency, the principal of each school may close such school and shall immediately report such closing to the superintendent of schools and the president of the board.