

## 2203 School Closures

1. Maeser Administration and Board of Directors are committed to ensuring the safety of all individuals in the Maeser community while also maintaining a commitment to education.
2. Maeser Administration may determine a delayed start of a school day, an early release from classes, an online/distance learning day, or a school closure in the event of hazardous conditions that threaten the safety or health of students or staff members. The safety and well-being of all individuals will be the primary determining factor in this decision.
3. Definitions
  - a. "Delayed start" means that school will begin two hours later than normally scheduled. School will end at the regularly scheduled time.
  - b. "Early release" means students will be dismissed from school before the regularly scheduled time due to deteriorating weather conditions or other circumstances.
  - c. "Online/Distance learning day" means students will not come to campus, and teachers will provide learning activities and materials online via approved classroom management systems and tools (e.g., email, Google Classroom).
  - d. "School closure" means Maeser is closed and all school events are canceled. In extreme circumstances when conditions are deemed too hazardous, the school may close for the entire day. Make-up days or alternative learning arrangements will be provided as necessary.
    - i. Unless there is an authorized exception, a school closure includes all UHSAA events and practices held at Maeser.
4. General Procedures
  - a. Determining a change in schedule
    - i. Maeser Administration is responsible for determining whether to delay the start of a school day, or to move to an online/distance learning day due to inclement weather or for safety reasons.
    - ii. Maeser Administration may consult with department chairs, the Activities Director, and the Board of Directors.
    - iii. The following factors may be taken into consideration as appropriate:
      1. Weather forecasts, amount of precipitation/accumulation, wind speed, temperature, including current conditions of major roads and walking routes that Maeser students take to school.
      2. Recommendations from public safety agencies, the National Weather Service, UDOT, local news agencies, and the Utah County Health Department.
      3. Consultation with neighboring school districts.
    - iv. The decision to alter the schedule will be communicated as early as possible, typically before the start of the school day, to allow parents, students, and staff to plan accordingly.

- v. Because weather conditions may vary greatly in different neighborhoods and on different streets, we encourage parents or guardians to make attendance decisions for their own students.
- b. Communication
  - i. In the event of a school closure or delayed start, Maeser will notify families and employees.
  - ii. All communication will include specific information regarding the nature of the schedule change and any important details.
  - iii. Official notifications will be sent via phone, text, email, and/or social media accounts.
    - 1. Parents/guardians should update their contact information at least annually in PowerSchool. This enables Maeser to share important information in the event of a late start, an early release, or a switch to an online/distance learning day, or a school closure.
  - iv. If families are concerned about their student's ability to safely travel to school, they should exercise their discretion.
- c. Delayed Start
  - i. A delayed start may be announced if temporary adverse weather or other conditions exist in the morning.
  - ii. In the event of a delayed start, school will start at 10:00am and students will move through their normal schedule, with classes shortened accordingly.
  - iii. School will end at the regularly scheduled time.
  - iv. In the event of a delayed start, it is expected that all school employees will be at the school as soon as they can safely arrive.
  - v. As with all emergencies, employees who are unable to make it to work or may be delayed shall follow typical notification procedures through the Director or other Administrator.
  - vi. As with all emergencies, parents who feel uncomfortable bringing or sending their student to school may call the front office to excuse their student's absence.
- d. Online/Distance Learning Day
  - i. Maeser may announce an online/distance learning day if temporary adverse weather or other conditions exist in the morning.
  - ii. Online/distance learning days require that school administration and essential personnel (custodians and secretarial staff) be at the school as soon as they can safely arrive.
  - iii. An online/distance learning day is a normal contract day for employees.
  - iv. Teachers who are unable to fulfill their contractual obligations

and provide online/distance learning instruction shall follow typical notification procedures through the Director or other Administrator.

- v. An online/distance learning day is considered a regular school day for students.
  - 1. Students should log into their school accounts to access communications and assignments from their teachers.

#### 5. Make-Up Days

- a. If school closures occur due to inclement weather, make-up days will be scheduled as per the school calendar. These days may be added at the end of the academic year or incorporated into designated make-up days.

#### 6. Special Considerations

- a. Special considerations will be given to students, staff, or families with unique circumstances or transportation challenges. The school administration will work closely with those affected to ensure their safety and academic progress.

Approved 12.12.2023