



Emergency Two-Hour Delay, Early Release, and School Closure Policy

Statement of Policy

The MCS Board supports the director in determining a two-hour delayed start of a school day, an early release, or a school closure in the event of hazardous conditions which threaten the safety or health of students or staff members.

Procedures

GENERAL PROCEDURES

In making a determination to have a school delay at the start of a school day due to inclement weather or for safety reasons, the director may consult with staff to consider a variety of factors that impact transportation to and from school, as well as the operation of facilities.

The following factors may be taken into account as appropriate:

Weather forecasts, amount of precipitation/accumulation, wind speed, temperature, including current conditions of major roads and walking routes to and from MCS.

Recommendations from public safety agencies, the National Weather Service, UDOT, local news agencies, and the Southeast Utah Health Department.

Consulting with neighboring school districts;

For an anticipated or forecasted event, the director or designee will assess conditions and report information to staff by 10:00 pm the evening before, so that the director can create a communication plan indicating a “Delayed Start” or “Delayed Start Advisory” for parents, employees, and media outlets.

For an unanticipated event, the director or designee will assess conditions and report information to staff by 5:00 am, making a determination no later than 5:30 am.

Two-hour Delay Start

A two-hour delayed start will never be determined on a Friday.

A school two-hour delay may be announced if temporary adverse weather or other conditions exist in the morning.

In the event of an announced delayed start, the school day will start two (2) hours after the normal start time at every grade level. The following items shall be in effect:

School will end at normal times,

After-school programming will proceed as planned.

Meals will be provided for school lunch on a delayed-start schedule.

On a delayed start, it is expected that all school employees will be at the school as soon as they can safely arrive.



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As with all emergencies, employees who are unable to make it to work or may be delayed, shall follow typical notification procedures through their school director.

Early Release

In the event of an early release, students will be held at school until parents or guardians are notified and assume responsibility for their students.

On an early release day all employees are expected to remain at school to assist in the release of students or other responsibilities as needed and directed by the school director.

A school director may determine it is necessary to release an employee(s) with the student(s) for safety reasons.

School Closure

There will be no delayed starts on early-out Fridays due to the abbreviated schedule. A decision to affect the school schedule due to hazardous weather or unsafe conditions on a Friday will only result in either an early release or a full school closure.

A school closure means that the school is closed and all school-scheduled events are cancelled. Unless there is an authorized exception, a school closure includes all MCS events and practices.

Rules & Regulations

1. Guidelines - MCS will be open at regularly scheduled times unless circumstances create health or safety issues.
 - a. A decision to delay the start, to release early, or to close the school will be made by the director when hazardous weather or unsafe conditions threaten the health or safety of students, stakeholders, or employees. Prior to making the decision, the director gathers and monitors information from multiple sources including public service agencies, national and local weather forecasts, media outlets, and neighboring-district employees who assess conditions throughout the Grand County School District.
2. Communication - Parents/guardians will receive official and timely communication through school communication systems.
 - a. Parents/guardians should update their contact information at least annually with MCS. This will enable the school to share important information in the event of a late start, early release, or school closure.
 - b. For an anticipated forecasted event, the director or designee will assess conditions and report information to the staff by 10:00 pm the evening before, so that the director can create a communication plan indicating a "Delayed Start" or "Delayed Start Advisory" for parents, employees, and media outlets.



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- c. For an unanticipated event, the director or designee will assess conditions and report information to the staff by 5:00 am; making a determination no later than 5:30 am.
 - d. All official communication will come from the director or designee, the MCS student information system (SIS) as well as social media outlets and television and radio news channels.
 - i. Social Media outlets include: MCS website, Facebook, etc.
 - e. If you are concerned about your student's ability to safely travel to school, please exercise your parental discretion.
 - f. For a delayed start, early release, or school closure, the following will be implemented:
 - i. Length of closure, delay, or early release: A decision to delay start, early release or close school is only in effect for the day of the decision. With the exception of disasters or crises which necessitate lengthy closures, a new decision will be made for each day affected by hazardous weather or unsafe conditions.
 - ii. If no announcement is made to delay start, early release, or close school, schools will be open and regular schedules will be followed.
3. Emergency Plans for Parents
- a. Parents are encouraged to create an emergency plan for their students in the case the district calls for a school closure, delayed start, or early release or school closure. Parents should plan with their students where to go or what to do if a parent is not home and schools are delayed, dismissed early or closed.

School Closure Payroll Policy

In the event that MCS temporarily closes for one or more days of the contracted year, the affected employees will be granted leave at no deduction in salary or benefits, provided that.

- A. Students are not required to make up the day(s);
- B. The employee is not specifically required by the director or designee to report. If students are required to make up the day(s), or the employee is required to report, the affected employees will not be granted leave and will be required to attend work during those make-up days. This provision shall not apply to a withholding of services by employees for any reason.

Contracted Employees

Barring specific directions from state or local authorities to the contrary, the director should report to work unless the conditions make it impossible to so report or unless directed to do otherwise. The director should remain at work as long as it takes to respond to students who arrive at school, staff concerns, facility concerns, etc. On subsequent days of a continuing



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closure, the director will be granted leave at no deduction in salary or benefits. If students are required to make up the day(s) or the employee is required to report the affected employees will not be granted leave and will be required to attend work. If emergency conditions prohibit the director from reporting to work, the employee will notify his or her supervisor to make any necessary, alternative arrangements. The director may be able to access emergency leave or vacation leave in such an instance. Contracted employees working off-site during a school closure will be compensated at the same rate as if they were working on-site with no deduction in accrued sick, personal or paid leave or time off. MCS will keep contracted employees within their steps and lances during school closures, until their next employee performance evaluations necessitate a change therein.

Hourly Employees

Barring specific directions from state or local authorities, or from their director, to the contrary, hourly employees will not report to work in the event of a school closure except as needed to properly attend to those duties which cannot be performed off-site. If emergency conditions prohibit the employee from reporting to work, the employee will notify the director or designee to make any necessary, alternative arrangements. During an emergency school closure, MCS will make every reasonable effort to keep its hourly employees on payroll. If circumstances make that impossible, those hourly employees who had to leave will be offered the position again when the emergency closure is lifted, barring any performance evaluation issues that would prevent the school from inviting him or her to return.