

Granite School District
EMERGENCY SCHOOL CLOSURE/DELAYED START PROCEDURE

1. The building administrator, Granite Police, or Granite Maintenance determine if there is justification for individual school closure/delayed start because of weather conditions, safety concerns, heating problems, power outages, etc. The building administrator recommends school closure/delayed start to either John Welburn or Don Adams no later than 5:00 a.m., unless circumstances warrant other considerations. John and/or Don will consult with the Superintendent and the National Weather Service (801-524-5133).
2. Any decision to close or delay the start of a school or all schools (except in extreme emergency) can be made ***only by the superintendent or designee***. Factors to be considered will include weather forecasts and current conditions; conditions of roads (both major roads and subdivisions); conditions of sidewalks and school parking lots; geographic valley-wide conditions; safety/security concerns; and electrical, water, and heat conditions of schools. Those who are authorized to make this decision are:

Dr. Rich Nye, Superintendent
Ben Horsley, Chief of Staff
Don Adams, Assistant Superintendent
Rick Anthony, Assistant Superintendent
Leslie Bell, Assistant Superintendent
John Welburn, Assistant Superintendent

3. Members of the Board of Education will be contacted by the Superintendent.
4. After the decision to close or delay start has been made, **a member of the superintendency** will notify other members of the superintendency and give official notification to the following:

Don Adams will notify:

Support Services Directors

Rick Anthony will notify:

Educator Support & Development Directors

Leslie Bell will notify:

Student Learning & Support Directors

John Welburn will notify:

School Leadership & Improvement Directors

Todd Hauber will notify:

Business Directors, including Child Nutrition

Ben Horsley will notify:

GEA

PTA

Public will be notified using news media, social media, and the district website

Randy Porter will notify:

Murray PD, crossing guards

South Salt Lake PD, crossing guards

Unified PD, crossing guards

Taylorsville PD, crossing guards

West Jordan PD, crossing guards

West Valley PD, crossing guards

5. Parents and media can call the Granite District Communications Office at 385-646-4529 for the latest information regarding school closures and/or delayed starts. Information will also be available on the district website at www.graniteschools.org, social media, and the district's "Call Out" system will be put in operation.
6. If a decision is made to close or delay start the district office, each assistant superintendent will notify their staff.

SCHOOL CLOSURE OR DELAYED START OPTIONS:

Whenever possible, the final decision on school closures will be made at 5:00 a.m. so that the news media can give early notice to the public regarding the status of our schools. However, in some circumstances (such as rapidly changing weather conditions), the district may choose to delay the final decision. When this happens, parents and the news media will be informed ASAP that the final decision has been delayed and will be announced to the public as conditions dictate. The final decision will be either (a) proceed as normal, (b) keep schools open with a delay of two hours in the starting time for each school, (c) implement a distant learning day, or (d) cancel school for the day.

TWO-HOUR DELAYED START:

With a delayed start, the following changes will occur:

1. Elementary schools will be pushed back 2 hours and 5 minutes to avoid bussing conflicts.
2. Junior High School start times will be pushed back 2 hours,
3. High Schools will start at 9:30 a.m. (Including late start Fridays). If the delay occurs on a late start Friday high school PLC time would be canceled.
4. All field trips will be canceled. Any exceptions require approval by the Superintendent.
5. All breakfast programs will be canceled.
6. All a.m. pre-schools classes will be canceled.
7. All a.m. kindergarten classes will be canceled.
8. All p.m. preschool classes will NOT be canceled.
9. All p.m. kindergarten and all-day kindergarten will NOT be canceled.
10. All classes and activities normally held before the traditional school starting time will be canceled.
11. All a.m. GTI classes will be canceled.
12. All Granite Connection High and Adult Education classes will be canceled.
13. All Granite Peaks Adult Education classes will be canceled.
14. All programs housed at the Roosevelt Campus will be canceled, (i.e., GAPP, Safe Schools Programs).
15. All morning classes at the Jones Center will be canceled.
16. Class times for Hartvigsen will be as follows: 9:35 a.m. – 2:20 p.m.
17. Class times for POST will be as follows: 9:35 a.m. – 2:20 p.m.
18. If the two-hour delay occurs on a Friday (a planning or PLC day), the early out schedule will continue as planned for Junior Highs and Elementary schools.
19. On delayed start days teachers should report to school as close as they possibly can to regular contract time. Everyone should take caution and travel safely.

BUS STOP TIMES WITH TWO-HOUR DELAYED START:

With a delayed start, all student bus stop times will be delayed exactly two hours from the regular pick-up time.

EMERGENCY SCHOOL CLOSURE/DELAYED START – ADDITIONAL INFO:

1. Schools should use the GSD Emergency Quick Reference Guide when responding to:
 - a. Effects of excessive heat to students and staff; consult with School Leadership & Improvement if the “extreme caution” or “danger” levels are reached.
 - b. Power outages.
2. Schools should review and revise their emergency preparedness manual, giving special attention to:
 - a. Procedures for parental notification. (Refer to Communications department procedures.)
 - b. Plans for notification of crossing guards where applicable. (Coordinate with Granite Police Department.)
 - c. Plans for emergencies when the school is open for evening activities.
 - d. Plans for evacuating all students and staff and securing the building when necessary.
3. Schools should establish a local chain of command in case the principal is unavailable.

4. Schools should have a battery-powered radio and fresh batteries. A battery check should be a part of every fire drill.
5. Schools should have a battery back-up for charging phones, etc.
6. Elementary schools should have a liaison person assigned to go to the nearest secondary school to receive information from any established district command post, in case of a large-scale communication breakdown. (Refer to Granite School District's emergency operations plan.)

December 6, 2022/ej