



Official Procedure of Ogden Preparatory Academy

2. Administration

2.08.PRC.1 In-Person School Closure or Delay Determination Procedures

Effective/Revision Date: 1/23/23

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This procedure details the steps that will occur for a school closure due to weather or other unexpected events:

1. The Admin Designee will be the Point Person for initiating the monitoring for and implementation of a possible closure due to weather or other unexpected events.
 - a. Each evening, the Designee will check the weather and attempt to assess any weather events that may prompt a school closure or delay.
 - i. If the Designee is unavailable due to illness, travel, or another event, the Designee will delegate to an alternate point person for the affected evening(s).
 - b. If the Designee determines there is a significant risk of weather impacting school, the Designee will check for information from area schools and also contact the Administrative Team of the risk of a closure by 6 pm.
 - c. In most cases, OPA will attempt to follow the decisions of the Ogden School District (OSD). Therefore, every attempt will be made by the Designee to check the status of OSD. Weber and Davis School Districts will also be monitored.
 - i. If the Ogden School District has closed or delayed for the following day due to weather, OPA will close and procedures under Section 3 will be followed.
 - ii. If there is a significant reason to consider deviating from the closure decision of OSD, it will be discussed and communicated with the Board President before there is a final decision.
 - d. If no closure is determined in the evening, one Admin member will be designated to arrive at school before 6:30 am to assess the state of the weather, roads, and overall safety.
2. On the day of a potential closure or delay, the following actions will take place:
 - a. The Designee will review the weather and assess any changes or events that may prompt a school closure or delay on or before 6:00 am.
 - b. A designated Administrator will arrive by 6:30 am and communicate to the Designee the status of the school, travel conditions, power, etc..

- i. If the designated Administrator feels it is unsafe to travel to the school to assess the situation, they should report that to the Designee by 6:15 am.
 - c. In most cases, OPA will attempt to follow the decisions of the Ogden School District. Therefore, every attempt will be made by the Designee to check the status of OSD. Weber and Davis School Districts will also be monitored.
 - d. Working with the Administration team, the Designee will make a decision regarding closure or delay on or before 6:45am.
3. If it is determined that in-person school should close or delay, the following actions will be taken in this order:
- a. The Designee will email the All Parents List, the All Employees List, and the Board.
 - b. The Designee will notify the administrative assistant to send a One Call to all families.
 - c. The Designee will notify the marketing manager or webmaster to update the pop up announcement on the website and update social media accounts.
 - d. The Designee will notify KSL via the newslane.

ALTERNATE DAILY PROCEDURES FOR DELAYS AND FULL DAY CLOSURE

In the event of a delay, daily procedures will be modified in the following ways:

1. School breakfast will not be served; grab and go breakfast may still be available if needed.
2. Students who arrive prior to the identified start time shall be kept in the front lobby of each building until 15 minutes prior to the announced start time.
3. The bell schedule will not be altered and classes will run as scheduled, with classes occurring during the time of the delay being canceled.

In the event of a school closure that will affect the entire school day, the following modifications to daily operations will be made:

1. Students and staff will not be expected to report to school or work/learn from an alternate location.
2. The school day will be rescheduled as a Virtual Day later in the year as needed to fulfill State requirements.
3. Breakfast and Lunch will not be served.

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Document History

Approved: 09/11/2020

Revised: 01/31/2022 *Revised to adjust roles from Junior High Principal to Admin Designee.*

Revised: 01/23/2023 *Revised to add alternative procedures for delays and closures.*

Legal References