



## School Closure Guidelines Emergency Communications Procedures

The following guidelines have been adopted by all 51 Jordan District schools.

Schools in Jordan School District will remain open, if at all possible, on all scheduled school days. Even when weather conditions are extreme, every effort will be made to keep schools open in the belief that it is in the best interest of the students. Since parents are the primary protector they will need to decide what is right for their children. The option to keep children home when weather conditions are extreme is always at the parents' discretion and the school understands and respects the decision.

On occasion severe health or weather conditions may force school closures. The following information outlines the communication procedures that will be followed if such school closures become necessary.

### 1. Media Announcements

Parents and employees should listen to these designated radio or television stations for school closure information between the hours of 6-8 a.m. (If schools dismiss early, the media will air the announcement as soon as possible.)

**Radio Station**  
KSL—1160 AM or 102.7 FM

**TV Stations**  
KUTV—Channel 2  
KTVX—Channel 4  
KSL—Channel 5  
Fox-News—Channel 13

### 2. Listen for One of These Messages

One of the following messages will be aired by the news media:

- \* "Schools Will Be Closed" (day and date)
- \* "Schools Will Start Late" (day and date)
- \* "Schools Will Dismiss Early" (day and date)

### 3. Keep Phone Lines Free

Telephones will be used for emergencies; therefore, parents are asked not to call the schools or the school District.

#### 4. Closures Posted on the Web

School closure information will be posted by 6:30 a.m. on Jordan School District's Web site at [www.jordandistrict.org](http://www.jordandistrict.org).

#### 5. Authorized Statements

The media will only announce school closures when authorized by the Superintendent of Schools or his designee after he has consulted with the Assistant Superintendent of Auxiliary Services, the Transportation Director, the National Weather Service, and other state, county and city agencies.

#### 6. Closures for One Day Only

All announcements are for one day only.

#### 7. Normal Operation

No announcement means normal operation.

#### 8. Parents Need An Emergency Plan

Parents are encouraged to establish an emergency plan for their children in the event that schools are closed, start late or are dismissed early. Parents should instruct their children where to go or what to do if a parent is not at home.

#### 9. Bus Stops

Parents are asked to meet their students at bus stops when buses are running on delayed or emergency schedules.

#### 10. Make-up Days

The Utah State Office of Education requires a minimum of 180 instructional days of school. Days lost will be made up first on the Washington and Lincoln Day Recess (Presidents' Day) and then during Spring Recess. (As per District Policy D207-Calendar Development)

#### 11. Late Start

When the District has designated a school day as "Schools Will Start Late," the expectation is that employees will arrive at their schools/departments at their regular contract time or as soon as the employee can arrive safely.

Please contact the principal at your local school for additional information about these guidelines.

*Updated September 2009*