

**BOARD RESOLUTION  
AUTHORIZING A 12 BUSES TO BE  
DECLARED EXCESS FOR DISPOSITION.**

WHEREAS, it is deemed desirable and in the best interests of the Alpine School District that the following action be taken by the ASD Board of Education, pursuant to this Resolution,

NOW THEREFORE BE IT RESOLVED that, pursuant to applicable law, the Board of Education of the Alpine School District, hereby consent to, approve and adopt the following:

**A RESOLUTION AUTHORIZING  
ALPINE SCHOOL DISTRICT BOARD OF EDUCATION  
TO DECLARE 12 BUSES  
AS EXCESS FOR DISPOSITION.**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

# Emergency Two-Hour Delay, **Online/Distance Learning**, Early Release, and School Closure

## Statement of Policy

The Board of Education supports the Superintendent in determining a two-hour delayed start of a school day, **an online/distance learning day**, an early release, or a school closure in the event of hazardous conditions that threaten the safety or health of students or staff members.

- Board Approved: November 2019, **Revised: November 2020**

## Procedures

### 1. GENERAL PROCEDURES

- 1.1. In making a determination to have a school, [cluster](#), or district-wide delay at the start of a school day, **or an online/distance learning day** due to inclement weather or for safety reasons, the Superintendent may consult with representatives from Operations, Transportation, Facilities, Risk Management, and/or Public Relations departments. During the assessment with district personnel, the Superintendent considers a variety of factors that impact transportation to and from schools, as well as the operation of facilities.

The following factors may be taken into account as appropriate:

- 1.1.1. Weather forecasts, amount of precipitation/accumulation, wind speed, temperature, including current conditions of major roads and walking routes throughout the District.

- 1.1.2. Recommendations from public safety agencies, the National Weather Service, UDOT, local news agencies, and the Utah County Health Department.
    - 1.1.3. Consulting with neighboring school districts;
  - 1.2. For an anticipated or forecasted event, District personnel will assess conditions and report information to the Superintendent or designee (Assistant Superintendent of Operations) by 10:00 pm the evening before, so that the Superintendent can direct the public relations team to create a communication plan indicating a “Delayed Start” or “Delayed Start Advisory”, an “**Online/Distance Learning Day**” or “**Online/Distance Learning Day Advisory**” for parents, employees, and media outlets.
  - 1.3. For an unanticipated event, District personnel will assess conditions and report information to the Superintendent or designee (Assistant Superintendent of Operations) by 5:00 am so that the Superintendent can make a determination no later than 5:30 am.

## 2. TWO-HOUR DELAY

- 2.1. A two-hour delayed start will never be determined on a Monday (see SCHOOL CLOSURE 4.0).
- 2.2. A school, [cluster](#), or district-wide two-hour delay may be announced if temporary adverse weather or other conditions exist in the morning.
  - 2.2.1. In the event of an announced delayed start, morning bus pick-up times and the school day will start two (2) hours after the normal start time at every grade level. The following items shall be in effect:
    - 2.2.1.1. Schools will end at normal times;
    - 2.2.1.2. Afternoon bus departure times will not be adjusted;
    - 2.2.1.3. Morning bus pick-up will be two (2) hours after the normal pick-up. For example, if on a normal day, bus pick-up time is 7:35 am, on a two-hour delay, bus pick-up time will be 9:35 am.;
  - 2.2.2. All preschool and kindergarten classes will be canceled.

- 2.2.3. Meals will be provided for school lunch on a delayed-start schedule, however, breakfast will not be served.
- 2.2.4. On a delayed start, it is expected that all school employees will be at the school as soon as they can safely arrive.
  - 2.2.4.1. 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 principal.

### 3. ONLINE/DISTANCE LEARNING DAY

- 3.1. A school, cluster, or district-wide online/distance learning day may be announced if temporary adverse weather or other conditions exist in the morning.
  - 3.1.1. In the event of an online/distance learning day, bus runs will be canceled because students will not be attending school.
  - 3.1.2. 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.
    - 3.1.2.1. An online/distance learning day is a normal contract day for employees.
    - 3.1.2.2. Teachers who are unable to fulfill their contractual obligations and provide online/distance learning instruction shall follow typical notification procedures through their school principal.

### 4. EARLY RELEASE

- 4.1. In the event of an early release, elementary and middle school students will be held at school until parents or guardians are notified and assume responsibility for their students.
- 4.2. A school official may release a student who is 15 years old or older without parental notification if authorized by the LEA or school principal, having

determined that (R277-400-5):

- 4.2.1. the student is reasonably responsible; and
- 4.2.2. notification is not practicable.
- 4.3. On an early release day, all employees are expected to remain at the school to assist in the release of students or other responsibilities as needed and directed by the school principal.
  - 4.3.1. A school principal may determine it is necessary to release an employee(s) with the student(s) for safety reasons.

## 5. SCHOOL CLOSURE

- 5.1. There will be no delayed starts on early-out Mondays due to the abbreviated schedule. A decision to affect the school schedule due to hazardous weather or unsafe conditions on a Monday ~~will only~~ **may** result in either an early release, **online/distance learning day**, or a full school closure.
- 5.2. A school closure means that the school is closed and all school-scheduled events are canceled.
  - 5.2.1. Unless there is an authorized exception, a school closure includes all UHSAA events and practices.
- 5.3. A district-wide closure means all schools are closed and all district-wide and school events are canceled.
  - 5.3.1. Unless there is an authorized exception, a district-wide closure includes all UHSAA events and practices.

## Approvals

- Board Approved: November 2019; **Revised: November 2020**

# Rules & Regulations

## 1. GUIDELINES

- 1.1. Alpine School District schools will be open at regularly scheduled times unless circumstances create health or safety issues.
- 1.2. A decision to delay the start, **call an online/distance learning day, an early release, or school closure** will be made by the Superintendent when hazardous weather or unsafe conditions threaten the health or safety of students, patrons, or district employees. Prior to making the decision the Superintendent gathers and monitors information from multiple sources including public service agencies, national and local weather forecasts, media outlets, and district employees who assess conditions throughout the district.
  - 1.2.1. 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.

## 2. COMMUNICATION

- 2.1. Parents/guardians will receive official and timely communication through school and district communication systems.
  - 2.1.1. Parents/guardians should update their contact information at least annually with their child's school and in the Skyward system. This will enable the school to share important information in the event of a late start, **a switch to an online/distance learning day, an early release, or school closure** through district communication systems.
  - 2.1.2. For an anticipated forecasted event, District personnel will assess conditions and report information to the Superintendent or designee (Assistant Superintendent of Operations) by 10:00 pm the evening before, so that the Superintendent can direct the public relations team to create a communication plan indicating a "Delayed Start" or "Delayed Start Advisory", **"An Online/Distance Learning Day"** for parents, employees, and media outlets.

- 2.1.3. For an unanticipated event, District personnel will assess conditions and report information to the Superintendent or designee (Assistant Superintendent of Operations) by 5:00 am so the Superintendent can make a determination no later than 5:30 am.
- 2.1.4. All official communication will come from the District student information system (SIS) as well as social media outlets and television and radio news channels.
  - 2.1.4.1. Social media outlets include:
    - 2.1.4.1.1. [District Facebook Page](https://www.facebook.com/Alpine.School.District) - <https://www.facebook.com/Alpine.School.District>
    - 2.1.4.1.2. [District Twitter](#) - @alpineschools
    - 2.1.4.1.3. [District Website](#) - alpineschools.org
    - 2.1.4.1.4. [District Transportation Twitter](#) - @ASDbus
- 2.1.5. If you are concerned about your student's ability to safely travel to school, please exercise your parental discretion.
- 2.2. For a delayed start, **online/distance learning day**, early release, or school closure, the following will be implemented by the district:
  - 2.2.1. Length of closure, delay, **online adjustment**, or early release
  - 2.2.2. A decision to delay start, early release, **online/distance learning day**, or close school is only in effect for the day of the decision. A new decision will be made for each day affected by hazardous weather or unsafe conditions.
  - 2.2.3. If no announcement is made to delay start, **transition to online/distance learning day**, early release, or close school, schools will be open and regular schedules will be followed.

### 3. EMERGENCY PLANS FOR PARENTS

- 3.1. Parents are encouraged to create an emergency plan for their students in the case the district calls for a school closure, delayed start, **online/distance learning day**, or early release or school closure.
- 3.2. Parents should plan with their students where to go or what to do if a parent is not home and schools are delayed, **online/distance learning day**, dismissed early, or closed.

#### Approvals

- Board Approved: November 2019; **Revised: November 2020**



# Government Records Access and Management Act (GRAMA)

## ~~Records Management and Access~~

### Statement of Policy

It is the policy of Alpine School District to manage, **classify, dispose, and/or retain** District records in a manner that provides timely and appropriate access to information that has been collected. **Access requests should be submitted through the official Utah State [Open Records Portal](#).** It is also a School District commitment to protect the privacy rights of individuals **whose** ~~about whom~~ the information has been collected. This policy has been written and will be administered in accordance with the provisions of the Government Records Access and Management Act (“GRAMA”) Utah Code Annotated **[63G-2-201](#)**. **This policy does not apply to student records. Student records are governed by the Family Educational Rights and Privacy Act (FERPA) and District [policy No. 5300](#).**

### Board Approvals

- Board Approved: December 8, 1992
- Board Reviewed: March 2003
- **Board Reviewed: November 2020**

# Procedures

## 1. REQUEST FOR RECORDS

1.1. A request for records should be submitted through the official state [Open Records Portal](#) where individuals seeking records (GRAMA) from a governmental entity can be made.

1.2. Designation of Records Officers

The following individuals have been designated as records officers by the Superintendent, the Chief Administrative Officer of Alpine School District:

- 1.2.1. Business Administrator and Assistant Superintendent, 575 N. 100 E., American Fork, UT 84003, (801) 610-8417. Chief records officer. All records relating to fiscal matters.
- 1.2.2. Assistant to the Superintendent, 575 N. 100 E., American Fork, UT 84003, (801) 610-8460. Records officer. All records relating to facilities, employment, Board policies, and receiving and responding to requests for records by journalists and representatives of the media.
- 1.2.3. Director of Purchasing, 490 North State Lindon, Utah 84042, (801) 610-8040. Records officer. All records relating to fiscal and procurement records for facilities, programs, equipment, and software.

# Rules & Regulations

The records of Alpine School District will be managed according to the following rules and regulations which will provide procedures for records management and records access in the Alpine School District.

## 2. RECORDS

- 2.1. "Record" means all books, letters, documents, papers, maps, plans, photographs, films, cards, tapes, recordings, or other documentary materials, and electronic data regardless of physical form or characteristics, prepared, owned, used, received or retained by the District where all the information in the original is reproducible by some mechanical, electronic, photographic or other means.
- 2.2. For the purpose of this policy, "records" do not include: temporary drafts or other materials prepared for the originator's personal use or for the personal use of another, personal notes, notes kept in personal journals, diaries, or other ~~day timers~~ **personal schedulers**, notes of informal observations, notes of evaluations, or materials owned by the originator in his or her private capacity.

## 3. RECORDS MANAGEMENT

- 3.1. A district records manager, **in order** to process records requests and to deal with other records issues, shall be appointed by the superintendent. The records administrator shall serve as the district's liaison to Utah State Archives.
- 3.2. Alpine School District records shall be managed by the administrative staff of each school and department under the direction of the district records manager.
- 3.3. Alpine School District records shall be managed and retained in accordance with the provisions of Section 63-2-903.

## 4. RECORDS REQUESTS

- 4.1. Each requestor shall submit a written request to the records administrator specifically identifying those documents requested. The request shall include the name, mailing address, and daytime telephone number of the requester.

- 4.2. Requestors must prove their right to access the record through personal identification, a written release from the subject of the record, power of attorney, court order, or other appropriate means.
- 4.3. In the event that a document is specifically identified and designated for copying, the requestor shall submit sufficient funds with the written request to pay for all copies requested ~~to be copied~~.
- 4.4. The district shall respond to the request as soon as is reasonably possible, but no later than ten (10) business days after receiving the request or five (5) business days if the quicker response to the request benefits the public rather than the person.
  - 4.4.1. The district may respond to an appropriate request by:
    - 4.4.1.1. Approving the request and providing the records.
    - 4.4.1.2. Denying the request.
    - 4.4.1.3. Notifying the requestor that extraordinary circumstances exist which make it impractical to approve or deny the request and specifying the earliest time when the records will be available.
  - 4.4.2. Fees
    - 4.4.2.1. A fee shall be charged for the actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record.
    - 4.4.2.2. The district shall require all past fees of the requester to be paid before copying if fees are expected to exceed \$50.00, or if the requestor has not paid fees from a previous request.
    - 4.4.2.3. If an appropriate requester ~~requests~~ desires to have copies of more than 50 pages of records, the district, in its sole discretion, may provide the requester with facilities to make copies and require the requester to make copies themselves at their own expense.
  - 4.4.3. Denial of Request: In the event that the district either denies access to or the right to copy a requested document, a notice of

denial will be given to the requester either in person or by sending the notice to the requester's address. The notice of denial shall include:

- 4.4.3.1. A description of the record or portions of the record to which access was denied.
- 4.4.3.2. Citations of statute, court rulings, or policy which exempt the requested record from disclosure.
- 4.4.3.3. A notice that the requester may appeal the denial to the district superintendent.

#### 4.4.4. Appeal

- 4.4.4.1. Any person denied access to a record may appeal the determination by filing a notice of appeal with the district superintendent within 30 days of denial. The Notice of Appeal shall contain the petitioners name, address, phone number, relief sought, a short statement of facts, and legal authority in support of the appeal.
- 4.4.4.2. The district superintendent shall make a determination on the appeal within five (5) business days of the receipt of the notice. If a determination is not made within this time period, it will be considered the equivalent of an order denying the appeal.
- 4.4.4.3. If the district superintendent denies access in whole or in part, the superintendent shall send a written statement to the requester advising that further appeal may be made to the State Records Committee or the District Court as outlined under Section 63-2-403 and 63-2-404 of the Utah Code.

## 5. SEGREGATION OF RECORDS

- 5.1. If a request is submitted for access to records which contain information the requester is entitled to inspect and information the requester is not entitled to inspect, the district records officer shall:

- 5.1.1. Allow access to information the requester is entitled to inspect; and
  - 5.1.2. Deny access to information in the record the requester is not entitled to inspect.
- 5.2. Amendment of Records
- 5.2.1. Individuals may request the amendment of records they consider to be accurate or incomplete by submitting a request to the district records officer. Request for amendment of records and any subsequent appeals shall be handled as outlined in Section 63-2-603 of the Utah Code.
- 5.3. Copyrighted or Patented Materials
- 5.3.1. Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by patent, trademark or other protective designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure.
  - 5.3.2. Education Records
    - 5.3.2.1. Student records shall be designated "education records" and such education records may not be released without parental consent, except as provided by the Family Educational Rights and Privacy Act (FERPA).
  - 5.3.3. Public Records
    - 5.3.3.1. Public records include all district records which are not designated, classified or defined otherwise by the district with this policy or are made non-public by applicable law. District records classified as private records, controlled records, and protected records are excluded from the class known as public records.
    - 5.3.3.2. Subject to the restrictions described in these Rules and Regulations, district documents are public records and are available to be inspected and copied from 9:00 a.m to 3:00 p.m. on any business day.

#### 5.3.4. Private Records

5.3.4.1. Private records shall be those district records classified as "private" as defined in Act 63-2-302 (UCA 1953 as amended) and as designated or classified in accordance with these rules and regulations.

5.3.4.2. Private records include but are not limited to:

5.3.4.2.1. All private personnel records contained in a personnel file, applications, nominations, recommendations, or recommendations for employment, advancement or appointment;

5.3.4.2.2. Any formal employee evaluation signed by the employee;

5.3.4.2.3. Records showing an individual's home address, home telephone number, social security number, insurance coverage, marital status, payroll deductions, race, religion, disabilities or military status;

5.3.4.2.4. Records touching upon an individual's eligibility for unemployment benefits, social services, or welfare benefits;

5.3.4.2.5. Records touching upon an individual's personal finances; or

5.3.4.2.6. Records touching upon any individual's medical or psychological condition, past or present;

5.3.4.2.7. Records showing an individual's certification;

5.3.4.2.8. Any record the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

5.3.4.3. Private records shall be disclosed upon an appropriate request to:

- 5.3.4.3.1. The subject of the records, or the parent or legal guardian of an emancipated minor who is the subject of record.
- 5.3.4.3.2. The legal guardian of a legally incapacitated individual who is the subject of the private record or any individual who has a power of attorney or legal release from the subject of record.
- 5.3.4.3.3. Any person who submits a notarized release from the subject of the record dated no more than 90 days before the request.
- 5.3.4.3.4. A court upon the court's submission of a court order.

#### 5.3.5. Controlled Records

- 5.3.5.1. Controlled records are any records which contain medical, psychological or psychiatric data about an individual and which would be detrimental to the person's mental health or safety if disclosed.
- 5.3.5.2. After receiving an appropriate records request, the district will provide access to controlled records to a physician, a psychologist or a certified social worker so long as the request is accompanied by a release from the subject which is dated within 90 days of the request.
- 5.3.5.3. Controlled records shall be released upon an order from the court of competent jurisdiction.
- 5.3.5.4. A person who receives a controlled record may not disclose controlled information from the record to any person, including the subject of the record.

#### 5.3.6. Protected Records

- 5.3.6.1. Protected records shall be those district records classified as "protected" as defined in Act 63-2-304 (UCA 1953, as amended) and as designated or classified in accordance with these rules and regulations.



5.3.6.2. Protected records include but are not limited to:

- 5.3.6.2.1. Any document disclosing a trade secret;
- 5.3.6.2.2. Test questions or answers;
- 5.3.6.2.3. Any document the disclosure of which may give an unfair advantage to a person or entity proposing to enter into a contract;
- 5.3.6.2.4. Records touching upon the value of real property owned by the district which may be considered for sale.
- 5.3.6.2.5. Any record that may jeopardize the life or safety of an individual if disclosed;
- 5.3.6.2.6. Any record that would violate the normal professional practice or medical ethics;
- 5.3.6.2.7. Any records which may jeopardize the security of district property or programs;
- 5.3.6.2.8. Records touching upon audits, audit techniques, procedures and policies;
- 5.3.6.2.9. Records touching upon issues of actual or potential litigation;
- 5.3.6.2.10. Records touching upon collective bargaining strategy;
- 5.3.6.2.11. Records touching upon occurrences covered by the Division of Risk Management;
- 5.3.6.2.12. Records touching upon deliberations of the Board of Education acting in a judicial or review of prior decision capacity; or
- 5.3.6.2.13. Records touching upon formal evaluations not signed by the employee appointment, retention or promotion of employees; records generated in a

meeting closed in accordance with the Utah Open and Public Meetings Act;

5.3.6.2.14. Records not placed in an employee's personnel file which are maintained by individual supervisors or administrators;

5.3.6.2.15. Materials to which access must be limited for purposes of securing or maintaining the district's proprietary protection of intellectual property rights including patents, copyrights, and trade secrets.

5.3.6.3. With an appropriate request for protected records, the district shall provide access to:

5.3.6.3.1. The person who created the record;

5.3.6.3.2. A person who has power of attorney or notarized release from all persons and entities whose interests were sought to be protected;

5.3.6.3.3. Or upon an order from a court of competent jurisdiction.

## Approvals

- Board Approved: 05/07/93
- Board Reviewed: March 2003





575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758 (801) 610-8499 Fax Number: (801) 610-8516

**RHONDA BROMLEY, ASSISTANT SUPERINTENDENT  
SECONDARY SCHOOLS**

## **MEMORANDUM**

Date: November 5, 2020  
To: Sam Jarman, Superintendent  
From: Rhonda Bromley, Assistant Superintendent  
Subject: Closed School Recommendations for 2021-22

The secondary supervisors and I recommend the closure of the following schools to out-of-area students for the 2021-22 school year.

American Fork Junior High

Lone Peak High School

Skyridge High School