**Timpanogos Academy Emergency Close Procedure Policy**

**Board Policy and Responsibility**

**Policy TA5105**

**Board Approved 10-8-2015**

The principal in consultation with the Board CAO determine when school will be canceled.

**No School Announcements**

When the decision to cancel school has been made, a no-school announcement email, text message, and phone message will be sent to Parents/Guardians through the automated school messenger system. School cancellation information will also be posted on the school website main page at www.timpacademy.org.

**Delayed Opening**

Due to weather conditions, the school may call a delayed opening. Like the no school announcement, when the decision to delay the start of school has been made, a delayed start email, text message, and phone message will be sent to Parents/Guardians through the automated school messenger system.

**Emergency School Closing**

Rarely, school may be canceled during a day school is in session. When a decision has been made to cancel school during the day (no heat in the building, impending severe storm, etc.), parents/guardians will be sent an email, text message, and phone message through the school's automated messenger system.

**Release to Parents**

Students will only be released to those on school records with permission to pick them up. Children will not be released to the custody of other parents, neighborhood families etc., unless the school records indicate that it is permissible. These children will remain with school personnel until a person listed on school forms arrive or proper authority can be verified.