

## **The Highlands School District's Closure and Delay Procedures 2023-2024 School Year**

With the winter weather season approaching, we want to remind our families of the district's procedures for delaying or canceling the school day to ensure you can plan accordingly. In addition, this notice provides information about the district's Flexible Instruction Days on inclement weather days.

The safety of our students and staff is of utmost importance to us, so the decision to delay or cancel classes is taken very seriously. The current road, weather conditions, temperature, and wind chill are considered during a winter weather event. We also consult with coordinators from the transportation company who travel the streets in the district to assess their safety. Please be aware that school delays or cancellations can occur for unexpected reasons, such as an area water main break, power outage, or another significant event. Be sure you have alternate plans if the district needs to delay, cancel, or dismiss students early.

### **School delays and cancellations:**

- The decision to delay or cancel school will be made and communicated whenever possible before 6 a.m. and, if possible, the night before. However, there are occasions when changing road and weather conditions will necessitate a later decision.
- A one-call message will be sent to families notifying them of the delay or cancellation. Please make sure your phone number and email address are up to date. Contact the building your child attends to inform them if changes are required. The Highlands School District's website will post any school delays or closures. Please visit [www.goldenrams.com](http://www.goldenrams.com) for information. The information will also be shared on the district's other social media outlets.
- In addition to the one-call message and website, Highlands also notifies three local news stations: **KDKA, WPXI, and WTAE**. Please note that the school district does not control how quickly the information is updated on air. You may consider signing up for electronic alerts through the respective television stations.

### **Early Dismissal Plans:**

**If the Highlands School District needs to dismiss school early, please ensure** your family has appropriate childcare arrangements and dismissal plans. It is essential to be sure that your emergency contact information is current. If the contact information needs to be updated, please log in to PowerSchool to make any necessary changes or contact your child's school.

Remember that parents/guardians always have the final determination as to whether or not to send their children to school. While we strive to make the best possible decisions in the given timeframe, unexpected winter weather issues may occur. Thank you for your support and assistance as we prepare for inclement weather.

### **Flexible Instruction Days:**

The Highlands School District will continue utilizing Flexible Instruction Days (FID) in place of unexpected, emergency school closures to eliminate the need for make-up days. Specifically, the District will use FID days instead of cancellations for inclement weather for the 2023-2024 school year.

If the district needs to cancel in-person instruction, all students will receive remote instruction through their district-issued devices. We encourage the students to bring their devices home each evening during the winter months.

***Transportation will not be provided to students who attend a school outside of the district. Transportation will be provided to Forbes Road Technical School students if they remain in session when Highlands is remote.***

The transition to a Flexible Instruction Day will be announced through a one-call message and posted on the district website and social media outlets.

***Flexible Instruction Days will operate on a one-hour delay schedule to allow students and staff time to transition to remote instruction. Students should be logged on for homeroom by the following times:***

High School:	8:40 a.m.
Middle School:	9:10 a.m.
Elementary School:	9:55 a.m.
Early Childhood Center:	9:55 a.m.

- All classes will require synchronous (in real-time with live instruction) or asynchronous instruction. Each teacher will post the type of instruction for that day on their Google Classroom and/or Zoom.
- All teachers will take attendance, and there will be minimum requirements for instructional minutes.
- Students who do not participate during FID remote instruction will be marked with an unexcused absence unless a note is provided by a parent/guardian—the same procedures as a typical school day. Technical difficulties or connectivity issues should be reported to the classroom teacher. Students will not be penalized if there is an Internet issue. This can happen during inclement weather, and we will be flexible in these circumstances.

#### **Logging in during a Flexible Instruction Day:**

- Students will use Google Classroom and/or Zoom to participate in synchronous instruction.
- Classroom teachers will share specific directions with students and families on connecting to their class via their Google Classrooms.

***If you have any questions about the contents of this notice, please contact your child's building principal. Please do not call the superintendent or other administrators; they will not have specific details about each building's procedures.***