

# Emergency School Closure and Delay

## Late Start

A late start due to inclement weather means the start of the student day is **two hours later than usual**. All staff members are expected to report to work on time or as soon as road conditions allow. If Monday is affected, there will not be teacher collaborative time. School will begin two hours late as counted from the regular Tuesday-Friday scheduled start time. Morning preschool will not attend.

## Schools are Closed

School-year employees are not to report to work. Year-round employees are to report to work as soon as road conditions allow. If conditions do not allow an employee to report to work, the employee must contact their supervisor.

## Schools and District Office are Closed

Essential staff members are to report. Year-round employees will be granted administrative leave. Pre-approved leaves will continue to be charged.

**Essential Staff are: Director of Operations, Technology Lead and Server Administrator, Facility Plant Managers and supporting custodial staff, and Maintenance Field Staff**



## Notification

Only if school is delayed or closed will notification occur. The notification process should be complete no later than 6am. You may receive notification more than once. For example you may receive an email message, phone message, and/or text message.

The District will announce delays and closures using the following.

- \* Flashalert.net
- \* Alert Notification System: phone, email and/or text messaging
- \* Emergency line—accessed using 360-829-0600 and responding to the prompts
- \* District Social Media (Facebook, Twitter,
- \* TV and Radio: KOMO, KING, KCPQ, and KIRO (These are not always most current)

**ADDITIONAL INFORMATION ON BACK**

## Notification Process

3:30 a.m. Road Inspection: Determines school as scheduled, delayed, or closed

5:30 a.m. School is Delayed or Closed

Notification is initiated in the following order

- Drivers, Mechanics, Printer, Applicable Food Service Staff, Principals and Supervisors
- Essential Staff Members
- All Other Staff Members

## Frequently Asked Questions

1. What is the latest I can expect to be contacted during a school day closure?

Answer: The district is committed to making every attempt to contact all staff no later than 6 a.m.

2. What if I am not contacted by 6 a.m.?

Answer: You are to assume we are having school as scheduled and report to your assignment. However, you should continue to monitor all modes of notification since emergent situations by nature constantly change which may result in a different school district schedule.

3. If I am a 260 day employee (full-time) and schools are closed, but the district office is open, do I report to work?

Answer: Yes. However, if a 260 day employee is unable to report to work due to the employee's unique situation, for example an unsafe road, the employee is preapproved the use of available vacation or personal leave. If the employee does not have an applicable leave available, the employee should discuss other options with his/her supervisor.

4. What terms will be used when I am notified?

Answer: Late Start (2 hours), Schools are Closed, Schools and District Office are Closed