

**Memorandum of Understanding**  
**between**  
**Mercer Island Education Association ("MIEA")**  
**and**  
**Mercer Island School District ("District")**

**Regarding**

**Inclement Weather Procedures**

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In the event that the District is forced to close District facilities due to inclement weather and/or facility conditions that create an unsafe environment for staff and/or students (for example, power outages, water/sewer issues, HVAC problems, etc.), the District and the MIEA agree to the following procedures:

- 1. If only one school building needs to be closed due to a facility condition that creates an unsafe environment:** the District will maintain the current schedule for all of the District facilities that are able to hold in-person classes safely. The District will follow the appropriate procedure to apply for an exemption for one (1) instructional day. If the school building remains closed for more than one (1) day, staff that work within that school building will be required to provide synchronous and/or asynchronous remote instruction for students.
  
- 2. If all school buildings need to be closed due to inclement weather that was anticipated prior to the end of the preceding workday:** If possible, by 12 noon the day prior to anticipated inclement weather, the District agrees to notify staff and families that all District facilities may shift to remote instruction the following day. By six (6) AM, or as soon as practical given conditions, the District agrees to notify staff and families that all District facilities will be closed. Each school will implement a two (2) hour delay for the remote instruction schedule to allow additional time for staff to prepare for remote synchronous instruction (when possible). MIHS and IMS will follow the traditional 2-hour late-start schedule for the first day of inclement weather-related remote learning. Elementary schools will start two (2) hours late on a typical schedule. Subsequent days, should they occur, will also operate on a 2-hour delay for up to five school days. If an asynchronous lesson plan is necessary, staff will notify their supervisor. If the closure continues for subsequent days, staff may be asked to move to a synchronous learning schedule (with no 2-hour delay) and continue providing instruction via remote learning.

