

EMPLOYEE JOB ATTENDANCE DURING INCLEMENT WEATHER: 5234P

When inclement weather or other emergencies force school closures, late starts or early dismissal of students, announcements will be made on most local radio stations. When the early morning radio announcements do not mention the Federal Way Public Schools all schools will be on time, all buses will run regular routes, and all employees will report to work at their regular times.

- A. If the announcement is that Federal Way Public Schools will start one (1) hour or two (2) hours late:
 - 1. Classes for students will begin one (1) or two (2) hours later than normal but will dismiss at the regular time. If there is a two-hour late school start, morning kindergartens and pre-schools will be cancelled that day. Afternoon kindergarten will be at its regularly scheduled time.
 - 2. Bus drivers and bus assistants will report to work one (1) or two (2) hours later than their usual time depending on the students' schedule.
 - 3. All other employees will make an effort, as safety allows, to be on the job at the regular time.
- B. If the announcement is made that Federal Way Public Schools will be closed:
 - 1. Teachers, paraeducators, bus drivers, bus assistants, food service workers and other employees whose contracts coincide with the student school year calendar will not report to work.
 - 2. Elementary school, middle school and senior high office staff will not report to work unless they have been previously instructed by their principal to do so.
 - 3. All other District employees, including building administrators, custodians and central office personnel, are to be on the job at their usual times or as soon as safety allows.
- C. When the announcement is made that Federal Way Public Schools, including administrative offices, are closed:

Employees are not expected to report for work that day unless personally notified to do so by their supervisor.
- D. When the announcement is made that Federal Way Public Schools will dismiss early because of weather or emergency situation:
 - 1. School administrators may dismiss staffs as soon as students are safely on their way home.