

PROCEDURE - EMERGENCY CLOSURE

2221P

In the event of emergency closure of one or more schools of the District, announcement will be made by the Superintendent or his designee to the area radio stations. The message will normally state only that school is closed and the duration of the closure. Absent any special instruction, employees will conform with these standing orders.

All full-time employees (12 month) shall report to work. Exceptions must be approved by the employee's supervisor. Missed work time will be applied toward leave or work provisions of the appropriate contract section or policy. If conditions are not suitable for work and, if decided by both the Superintendent and supervisor, work may be dismissed for a specific time.

Less than full-time employees (less than 12 months) do not have to report to work unless stated in the school closure notice or a special request is issued (via telephone). Work days for these employees will be rescheduled (make-up days).

Prior to the re-opening of school, or as soon as is practical after a severe weather condition or other event which affects the operation of a school, the principal or designee will examine the school to assure that safe and healthful conditions exist. If not, the principal or designee must inform the Superintendent or designee, and the appropriate utility company if there is a disruption of service. When the deficient conditions are corrected, the Superintendent or designee is to again be informed. If the opening of school is delayed (usually one hour), area radio stations will be notified. All employees are to report to work at their regular time, if possible.

If school is canceled or dismissed, all other uses of the school are also automatically canceled unless an exception is jointly approved by the Superintendent or designee and principal or designee. Requests for exceptions must be initiated by the advisor, coach or other person responsible for the activity. If an activity is approved as an exception, the decision will also include details for communications to students, parents and patrons. This procedure will cover any game or meets, practices, plays or music events, and uses of the schools by outside organizations including Lacey Parks and Recreation, parent and community groups.

Implemented:

June 16, 1986

North Thurston School District