



TO: Certificated Staff

FROM: Beth Porter, Executive Director of Human Resources

RE: 2024-2025 Late Start & Weather-Related Schedules Memo

As inclement weather and winter approaches, so does the potential for late starts, early dismissals, and school closures due to weather. Here are some things to remember.

**In the event of a late start:**

Arrive as close to your normal start time as possible, keeping safety in mind, and no later than 30 minutes before the rescheduled student start time. If you are unable to make it to work due to road conditions, take appropriate leave per your contract.

A late start day counts as a “student day”.

**In the event of an early dismissal:**

Remain at school until students have left campus and building administrator releases staff.

An early dismissal day counts as a “student day”.

**In the event of a Friday change in schedule:**

If a two-hour delayed start is needed on a Friday morning, the District will implement a regular dismissal time that afternoon (same as our M-Th dismissal times).

**In the event of a school closure:**

Do not report to work as this is now a non-student, non-workday. The student days will be “made up” on the designated weather make-up day(s). Any weather-related make-up days are contracted workdays.

Collective Bargaining Agreements are found on the District website under Human Resources, Union Information.

Work calendars are available on the district website under Human Resources. If you have questions, please contact Human Resources at 425-831-8000 or [humanresources@svsd410.org](mailto:humanresources@svsd410.org).