Shoreline School District
Certificated & Classified Substitute Staff

What if school is canceled due to inclement weather?

When winter weather approaches, substitutes should check the district website and listen to the local radio station or television for announcements regarding school closure or delayed starts. It is your responsibility to keep up-to-date on any school changes due to inclement weather.

Please monitor the Shoreline School District website at www.ssd412.org for official notification of any closings or delays due to Inclement Weather.

If the District is **CLOSED** due to Inclement Weather, do not report to that day's assignment.

If the District is **Delayed/Late Start** and you are scheduled to substitute, please arrive at your assignment at your regular start time, if possible. However, please exercise caution in getting to work safely. It is possible that students may arrive at schools earlier than the late start and your assistance may be needed for supervision.

If you are able to report but will be late, or if you are not able to report at all, please notify the building Office Manager as well as the Substitute Office immediately at substitute.coordinator@ssd412.org or at 206.393.4224.

How sub pay is affected during school closures or late starts:

In the event of a school closure subs are not paid for the day as there is no assignment.
In the event of a late start:
Classified, hours are amended as needed as they are hourly assignments/positions
Certificated, this does not affect their hours as they are paid in either 4 or 8 hour blocks
In the event of a late start that then turns into a a school closure:
Classified, hours are amended as needed as they are hourly assignments/positions
Certificated, the system will be updated as to when the announcement was made and they will be paid for a half day (4hrs).

We appreciate your contribution to the education of our students, please stay safe this Winter!