

Shoreline School District No. 412  
 School-Based Staff Options for Emergency School Closure  
 Certificated (SEA-Represented) Employees

The District’s decision to close school is not made lightly, because typically the cancellation of school significantly impacts the lives and plans of staff, students and families. However, emergency situations arise that require the cancellation of all or a portion of a school day.

Staff whose work calendar is based on the school-year calendar are impacted when the District decides to close one or more schools/work sites on an emergency basis. Sometimes staff can work safely at their normal location even when students have been sent home, but at other times the entire work site is closed. The following chart describes the options for non-supervisory certificated staff whose ability to perform their work is impacted by an emergency closure of their school/work site. Please contact HR for questions specific to individual situations.

EMERGENCY SCHOOL CLOSURE	OPTIONS
<b>PARTIAL SCHOOL DAY</b> <i>will not be made up</i>	<ol style="list-style-type: none"> <li>1. Complete work schedule if safety permits; OR</li> <li>2. Work from home or an alternate location; OR</li> <li>3. Flex your time to make up cancelled work time; OR</li> <li>4. Use available compensated leave (Personal or Illness, Injury or Emergency Leave, i.e., “sick leave”).</li> </ol>
<b>FULL SCHOOL DAY</b> <i>will be rescheduled</i>	<ol style="list-style-type: none"> <li>1. Do not work on the day of closure; do work rescheduled school day.</li> <li>2. If unable to work rescheduled day, use available compensated leave for the rescheduled day (Personal or Illness, Injury or Emergency Leave, i.e., “sick leave”); OR</li> <li>3. Contact HR if unable to work and no compensated leave available.</li> </ol>
<b>FULL SCHOOL DAY</b> <i>will not be rescheduled (District receives waiver from State to not make up day)</i>	<ol style="list-style-type: none"> <li>1. Do not work on the day of closure. No leave is required.</li> </ol>

**POWER OR NETWORK OUTAGES DURING REMOTE LEARNING**

With students and staff relying so heavily on technology to engage in instruction, power or network outages present a unique challenge this school year. In the event of a power or network outage during the school day the District will determine whether school will be delayed or closed.

1. If the power or network outage is **regional** and schools as well as students’ homes are impacted by the outage, the school day is likely to be delayed or cancelled. If school is cancelled it will typically be made up on one of the days designated as a “school make-up day” on the school calendar. If school is delayed or dismissed early, the student day will be adjusted.
2. If the power or network outage is **localized to the school**, the District will decide if remote learning may continue. In the event school is not cancelled, staff may be relocated to another facility or be asked to work from home. Staff will be notified by their administrator/supervisor using the school’s communication plan that the school day may need to be altered but will not be cancelled. If school is to be closed, the district will apply to the state for a waiver. If a waiver is approved the day will not need to be rescheduled. If the waiver is not approved, the day will need to be rescheduled on one of the days designated as a “school make-up day” on the calendar.
3. If the power or network is **out at a staff member’s home** but school is not cancelled, the individual staff member may work from school or another location, or use available leave.

Please note: If the power or network outage **affects some but not all students’ homes** the District will decide whether to delay or cancel school. If school continues, students who are unable to work from home or another location will be expected to make up their work as they would for another absence.