



To: All Certificated Staff
From: Tam Osborne, Director of Human Resources
Re: School Closures and Delays

Winter has arrived! This memo is a reminder to assure your safety as well as staff and student coverage during harsh weather conditions. These procedures are generally the same as in past years.

- On days with a delay, you are expected to report to work at your regular starting time, if possible; however, the District and Association are concerned that individuals have the time to provide for their families and get to work safely.
- When school is delayed, if you are unable to report to work at your regular starting time, we expect you will make every effort to arrive before your students.
- If Shoreline schools are open, but you will not be able to arrive before your students, please call your supervisor as soon as possible. You will need to take personal leave for the time that you are absent yet students are present, and submit a PS-102. Should a substitute be necessary to cover your position, please remember to call the AESOP system. If a substitute is hired, this time will be for either a full-day or a half-day and should be denoted as such on the PS-102.
- If Shoreline schools are open, but you are unable to make it to work, please call your supervisor as soon as possible. You will need to take a personal day for this absence and fill out a PS-102 when you return. Should a substitute be necessary to cover your position, please remember to call the AESOP system.
- On “delayed start” days, District morning meetings and professional development will occur, at the originally scheduled time (not delayed); however, please exercise caution in getting to work safely. Decisions regarding building meetings will be determined at the building level.
- In the event of a late arrival due to inclement weather, employees may use flex time to make up time lost.
- It is your responsibility to be aware of school closures. Every effort will be made to contact you via your building phone tree or the District auto-dial system. In addition, notice of school closures due to weather or other emergency conditions can be verified by listening to local radio/television announcements, by checking on the District Web page at <http://www.shorelineschools.org>, by checking www.flashalert.net or by calling the District information line at (206) 393-6111.

Finally, we hope you have a safe winter!