



Franklin Pierce Schools

Human Resources

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www.fpschools.org

GUIDELINES FOR SCHOOL CLOSURES AND SCHEDULE CHANGES

TO: ALL EMPLOYEES
FROM: MIKE WARR, EXECUTIVE DIRECTOR OF HUMAN RESOURCES
DATE: DECEMBER 7, 2009

In the event weather conditions, power outages, or emergency conditions necessitate school closures or schedule changes, please follow these guidelines:

NOTICE OF SCLOOL CLOSURE OR LATE START:

In the event of inclement weather or another situation severe enough for the District to determine that schools need to be closed or schedules changed, the following radio and television stations will be notified:

RADIO AM STATIONS				RADIO FM STATIONS			
KCIS	630			KPLU	88.5		
KIXI	880			KGRG	89.9		
KOMO	1000	KENU	1330	KVTI	90.9	KXXO	96.1
KLAY	1180			KMPS	94.1	KGY	96.9
KGY	1240			KUOW	94.9	KIRO	97.3
						KCMS	105.3

TELEVISION STATIONS			
KOMO	4	KIRO	7
KING/KONG	5/6	KCPQ	13

In addition, such information will be posted on the internet at www.schoolreport.org and www.psecs.wednet.edu. The District's autodialer will also be activated and send out a recorded message.

IF SCHOOLS ARE CLOSED:

- The following employees *are* expected to report to work or use appropriate available leave:
 - District Office Administrators & staff
 - Building administrators
 - Bus Mechanics
 - Transportation 260-day support personnel
 - Custodians
 - Information Technology
 - Maintenance
 - 12 month clerical employees
- The following employees *are not* to report to work. These employees will instead work when the school days are made up.
 - Teachers
 - Paraeducators
 - Clerical Support Personnel (10-month only)
 - Bus drivers
 - Nutrition Services employees

IF START TIME FOR SCHOOL IS DELAYED:

Employees, other than bus drivers, are expected to be at work at their regular time; however, arriving safely is more important than punctuality for inclement weather. Missed time may be accommodated by using personal leave, vacation or comp time if applicable, unpaid leave, or arranging with one's supervisor to make up time.

IF THE ENTIRE DISTRICT IS CLOSED :

Full-time employees will be notified by their supervisors and employees may arrange to make up for the missed time, charge the time to accrued vacation or personal leave, or request unpaid leave.