

WAHLUKE SCHOOL DISTRICT STAFF MEMBERS AND SCHOOL BOARD MEMBERS

RE: Inclement Weather Procedures

This notice serves to inform you of the procedures and our process of notification and report-to-work expectations due to weather conditions and/or other related emergencies. The following procedures will be implemented:

--A decision will be made by the superintendent as close to 6:00 am as possible whether school will be open, delayed or canceled due to inclement weather conditions or other related emergencies as necessary. If the decision is made around 6:00 am and the situation changes drastically shortly thereafter, a second different decision may be made by 7:00 am and announced accordingly as described below.

--A phone call will be made to the tech department staff informing them of the decision.

--Tech staff member will make a robo call notifying staff and board of the decision as soon as possible following the decision making timeline. Do not rely on the schedule of neighboring districts.

--Tech staff member will notify commercial radio/TV/media of the decision.

--All full time staff members (240 day contract employees) need to report to work even though school will be delayed or cancelled as soon as safely possible. Details can be worked out and communicated with supervisors.

--If school is delayed and/or not canceled, school year staff (less than 240 contract employees) need to report to work as soon and as safely possible according to the timeline published.

--If preferred, school year staff may choose to use available paid personal or vacation leave if they choose not to report to work and if so, notification of their supervisor is required ASAP. A school year staff member who has exhausted their paid personal or vacation leave may request unpaid leave via their supervisor. Sick leave is not an allowable option for this purpose. If all routes from your area of residence to Mattawa are closed because of inclement weather, you may request emergency leave through your supervisor which will be a deduction from your accumulated sick leave. There will not be any deduction from your accumulated leave for minimal late arrival because of road conditions.

Sincerely,

Robert Eckert

Superintendent