

# Tumwater School District

## Snow/Inclement Weather Closure or Delay Procedures

In case of snowfall, ice or other weather conditions that may require postponement or cancellation of school, the following procedures will be followed:

1. District staff survey key roads (Alpine Hills, Scott Lak, Tumwater Hill, etc.) to determine conditions and safety factors.
2. Transportation Supervisor notifies the Superintendent or designee by 5:30 a.m. (or earlier) of road conditions and makes recommendation on action to take.
3. Superintendent or designee converses with Olympia, North Thurston, and Yelm superintendents to determine a joint approach, if possible. Superintendent or designee notifies Transportation Supervisor; also notifies district leaders who communicate decision to staff, parents and the media.
4. Bus drivers are notified ASAP by Transportation Supervisor after the decision is made via School Messenger (robocall).
5. Transportation Supervisor activates and communicates bussing plan for the day depending on whether buses are late, on snow routes, or service is canceled.
6. District families will be notified by 6:00 a.m. via School Messenger (robocall). Notification is also sent via Flashalert.com, the District Twitter account (@TumwaterSDNews), Facebook page, and the District webpage.

### **Guidelines for Staff in Inclement Weather Conditions**

1. No School
  - District Office administrators, support staff, and Buildings & Grounds employees, as well as the supervisors of Transportation and Food Services, report to sites as normal.
  - Site administrators will decide on a case-by-case basis whether to report to their sites. All administrators should communicate their decision when calls are made.
2. Late Start – **No AM Preschool**
  - All employees should report to their sites at their regular times.
  - If an employee believes there is a safety issue involved (ie: lives 30 miles away and roads are extremely bad) he/she may choose to take appropriate leave as provided by contracts.
  - Building administrators should have the flexibility to process safety issues with his/her employees.
3. Early Dismissal – **No PM Preschool**
  - Building administrator should work with staff to determine when staff leaves. Parameters to consider:
    - All students have left or are accounted for;
    - Safety, health and welfare of staff are taken into consideration

**If inclement weather causes a late start on an ACT Friday, students will be released at the regularly scheduled time – there will no NO ACT early release.**

**NO AM Preschool on Late Start Days.**  
**NO PM Preschool on Early Dismissal Days**