

SHORELINE SCHOOL DISTRICT NO. 412  
PROCEDURES FOR EMERGENCY SCHEDULE CHANGES  
2004/2005 SCHOOL YEAR

*Dear Parents*

*The safety and security of all students is of paramount importance to us. **The** following provides you with the emergency procedures the district will follow for this school year. Please keep in mind that in times of inclement weather, even though schools may be in session it is always the parents' choice as to whether or not to send their children to school.*

*A number of options are listed and may be employed by the district depending on the specific emergency situation. The early dismissal option will be used with great care and caution and **ONLY** when all other options have been explored. If an extreme emergency requires students to remain at school beyond did school day, an **EMERGENCY TEAM** comprised of the principal and designated staff members will remain with the students until previously-approved persons **arrive to pick them up**. If needed, food, water and blankets are available at all sites.*

*We appreciate your support and cooperation in our effort to ensure rim utmost safety and comfort of your children in time of emergency.*

*Sincerely,*

*Dr. James M. Welsh, Ed.D. Superintendent*

THE FOLLOWING OPTIONS MAY BE USED FOR EMERGENCY CONDITIONS:

**1. SHORELINE SCHOOLS ARE CLOSED**

All schools will be closed for the day. All meetings, field trips, after-school activities, etc. will be canceled for the day.

**2. SHORELINE SCHOOLS OPEN - 1-1/2 HOURS -LATE.-. BUSES OPERATING ON REGULAR ROUTES**

- a. All zero period secondary classes will be canceled.
- b. Regular Education, Special Education and Headstart - Classes will begin 1-1/2 hours late.
- c. Kindergarten and Early Childhood Program at Meridian Park - Morning classes will begin 1-1/2 hours late. C.
- d. Afternoon Kindergarten and Preschool - classes will begin at regular times
- e. **CANCELED** - All our-of-district Special Education classes am canceled.

**3. SHORELINE SCHOOLS OPEN --1-1/2 HOURS LATE -- BUSES OPERATING ON "SNOW ROUTES"**

- a. All zero period secondary classes will be canceled.
- b. Regular Education, Special Education and Headstart - Classes will begin 1-1/2 hours late.
- c. Kindergarten and Early Childhood Program at Meridian Park - Morning classes will begin 1-1/2 hours late. C.
- d. Afternoon Kindergarten and Preschool - classes will begin at regular times
- e. **CANCELED** - All our-of-district Special Education classes am canceled.

**\*SNOW ROUTES:**

When snow and ice conditions are present, certain roads and bus stop locations cannot be utilized in the interest of safety. Snow routes have been designed to avoid areas where hazardous road conditions exist- Your child will be provided with a copy of the district's "Snow Routes" by the school/driver. **When snow routes are in effect, they will be used on both the morning and afternoon routes even if roads have cleared.**

(over)

**NOTE: There may be occasions when schools start at the regular times but "snow routes" will be utilized.**

**EMERGENCY DISMISSIAL**

If it becomes necessary to close a school during the school day and send students home early, radio and television stations will be alerted to broadcast the information. Please do not rely on "parent phone trees".

Because parents may not be at home if there is an emergency, **they must make plans for an alternate place (neighbor /relative) for their child to go.** Parents should discuss this alternate plan with their children so, they clearly understand what to do in case of an emergency closure of schools. **There will be no Shoreline Public Schools after school daycare.**

- 1) If someone other than the parent will be picking up the child. parents should have already provided the school with the names of the individuals who are authorized to pick up the child. Unless an approved person picks up the child, the child will remain at school until the announced dismissal time.
- 2) It may be necessary in some situations to close schools early but to hold students at school until a parent (or individuals authorized) comes to the school to pick *them up*. In this case, there will be an announcement that students are being held at school and will not be sent home.

**PREVIOUSLY SCHEDULED HALF DAY:**

In case of an emergency situation arising on a scheduled district-wide K-12 early release day (e.g, staff/district planning), school will be canceled. These dates are as follows: **November 26th, 2003, May 10th, 2004, and June 7th, 2004.**

**SHORELINE CHILDREN'S CENTER/ BEFORE AND AFTER SCHOOL DAYCARE**

Emergency schedule procedures specific to these programs are being distributed to all parents of students enrolled. When schools are opening 1 1/2 hours late, the Shoreline Children's Center and it's programs will open as close as possible to their normal start times. When schools are closed the Center and it's programs are also closed.

**You may find Public Schools Emergency Communications System reports on the Internet at the following addresses.**

<http://www.schoolreport.org>

<http://www.shorelineschools.org>

**You may also call the Shoreline District Office at (206) 367-6111 or the Information Hotline at (206) 361-4400.**

**PUBLIC SCHOOLS EMERGENCY COMMUNICATIONS SYSTEM  
RADIO/TV PARTICIPATING STATIONS**

Frequency of Announcement				Frequency of Announcement			
AM Radio Stations	Every 15 min. /cont.	Every 30 min.	Every Hour	FM Radio Stations	Every 15 min. /cont.	Every 30 min.	Every Hour
KCIS 630		x		KBSG 97.3		X	
KIRO 710,		x		KMPS 94.1	X		
KIXI 880		x		KMTT 103.7	X		
KLAY I 180	X			KLSY 92.5		X	
KOMO 1000	X			KPLU 88.5		X	
KRKO 1380	X			KRWM 106-9		X	
KYCW 1090	X			KSER 90.7		X	
				KCMS 105.3		X	
				KUOW 94.5	X	X	
				KVTI 90.9		x	
<b>TELEVISION</b>							
KOMO TV 4	X LOWER	THIRD OF	DISPLAY				
KING TV-5	X LOWER	THIRD OF	DISPLAY				
KIRO TV -7	X LOWER	THIRD OF	DISPLAY				
KCPQ 13	X						