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8a. Inclement Weather Policy and Procedure

- *Corrected 5/97*
- *Reviewed 7/17*

Policy

In the event of inclement weather (ice, snow, etc.), LCC Head Start/EHS/ECEAP program will follow appropriate steps to ensure the safety of our children and families. The program will follow School District schedules based on site location as well as Lower Columbia College closure procedures. School Districts include: Longview, Kelso and Castle Rock.

Procedure

An announcement of class closure or late start will be made after 6:00AM and no later than 1 hour before class is scheduled to start (unless a School District is delayed in notification). In the event of a late start (determined by individual School Districts), each program model will abide by the following:

- AM Part-Day: Canceled
- PM Part-Day: Remain open
- Full-Day: Late start (start times will vary)
 - Supervisor will communicate varied start times with Program Director and Computing Support Specialist

Announcements of class closures will be made through the following notification channels:

- Flash alert website (T.V and Radio stations will be notified from this site directly)
- Program Facebook page
- Program Voicemail System

The Computing Support Specialist will update Flash Alert and Program Facebook page based on School District notification. Notification will contain site and/or individual classroom information.

The Program Assistant will update the program voicemail.

If off-site classes are canceled based on school district decision, staff are still required to report to work if Lower Columbia College is open and must communicate with supervisor if they wish to take personal leave, vacation or leave without pay. Part time staff are to work with their supervisor

If LCC campus is closed due to inclement weather, staff will need to follow the procedures and policies outlined in the Classified Contract Article 17 (Suspended Operations) and the Exempt Handbook Suspended Operations policy. In addition, staff need to stay up to date on any special instructions included with closure

announcements in accordance with LCC's Closure Procedure. Employees may contact Payroll or Human Resources with questions or clarifications.

Please refer to the [College Closure Procedure \(lowercolumbia.edu/publications/head-start-handbooks/EDUC/08-inclement-weather\)](https://lowercolumbia.edu/publications/head-start-handbooks/EDUC/08-inclement-weather) for additional details of campus closures.

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8b. Closure During School Operating Hours Procedure

- *Corrected 8/08*
- *Reviewed 6/11*

In the event one or more of the LCC Head Start/EHS/ECEAP centers needs to be closed during school operating hours, the following procedure will be followed:

- The Leadership Team member considering the need for closure or being notified of the need for closure by a public entity (i.e., Cowlitz County Health Department), will contact the Director and/or Assistant Director.
- If a closure is required by a public entity, the actions required by the public entity to maintain health and safety will be followed by program staff.
- If closure is determined to be needed by the Director and/or Assistant Director, they shall notify local radio stations to announce the closures. An announcement will be made after 6:00AM by the radio stations as to whether or not Head Start/EHS/ECEAP classrooms will be in session.
- In most cases, Head Start/EHS/ECEAP will follow the same schedule as the local School District, but may in some instances, choose to close regardless of the decision of the local School District.
- If School District elementary schools are two hours late, morning classes will not be held. If secondary schools are two hours late, but elementary schools are on time, Head Start/ECEAP classrooms will operate their normal schedule. In both cases, afternoon Head Start/ECEAP classes will be held unless otherwise announced.

Employees

Classified and Exempt employees shall report to work, unless the Lower Columbia College Campus is closed. Staff are to check the Lower Columbia College website for closure information. In the event the LCC campus is closed or closes during the day, Classified and Exempt employees must leave the premises and submit a Leave Slip for vacation, personal leave or LWOP.

Vacation and/or LWOP will be taken if LCC campus is open and employees choose not to come to work due to hazardous roads or weather conditions.

Part-time staff will not report to work if classes and/or campus is closed. In the event the LCC campus closes during the day, part-time employees must leave the premises and will only be paid for the hours worked.