

2-Hour “LATE START” Guidelines & Information

*last updated February 2023 * INFORMATION FOR STAFF*

Westside Community Schools has a "2-hour late start" available in the event of inclement weather. This change allows us to call a snow day, a 2-hour late start, or a regular full day, depending on weather conditions. A 2-hour delay prevents us from losing an entire day of instruction while providing extra time for street clearing, parking lot and sidewalk snow removal, and less crowded roads for young drivers. Many districts around the state have used these for years.

As always, we will remain diligent in tracking weather, analyzing road conditions, and doing our best to make informed decisions with the most up-to-date information we can access. *PLEASE remember that YOU are always your child's #1 decision maker. If we ever have a full day of school or a late start on a day that YOU think we should have canceled, please do what YOU think is best for your child.*

WHAT IS THE SCHOOL START TIME FOR STUDENTS ON A 2-HOUR LATE START DAY?

- **Elementary Schools** will begin two hours later at 10:30
- **Westside Middle School** will begin two hours later at 10:00 AM
- **Westside High School & WHS West Campus** will begin two hours later at 10:00 AM

HOW WILL THIS IMPACT BUS TRANSPORTATION?

- Most bus routes will simply back up exactly two hours. If your child(ren) is picked up by the bus at 7:30 AM on a normal day, they will be picked up at 9:30 AM on a 2-hour late start day.
- For vans-specialized transportation:
 - Elementary and secondary will, in most cases, back up exactly two hours. If your time is different, you will be contacted directly.
 - All day and afternoon preschool families will be contacted directly with times for transportation.

TRAFFIC ISSUES?

- Reminder for our Westside Middle School families: Arbor Drive will follow our standard, one-way traffic at drop-off procedures, even on 2-hour late start days.

WHAT ABOUT WESTSIDE EARLY CHILDHOOD CENTERS?

- Westside's Early Childhood Centers will open at the same time that elementary buildings open on late start days.
- There will be NO "Pre-School Only" program (8:30-11:30am) on late start days.
- *For Westside staff members only: District staff may drop off their children at Westside Early Childhood Centers at 9:00am. This will allow our staff members time to report to their designated buildings on time to greet students.*

WHAT ABOUT THE UNDERWOOD HILLS PEER MODEL PRESCHOOL?

- There will be NO morning Peer Model Preschool on late start days.
- All Day Preschool will begin at 10:30am.
- The afternoon Peer Model Preschool will open at regular time on late start days.

WILL THERE BE CLUB 66 ON LATE START DAYS?

- NO Club 66 in the morning of late start days. There will be Club 66 after school on late start days.
- *For Westside staff members only: District staff may drop off their children at Club 66 at 9:00am. This will allow our staff members time to report to their designated buildings on time to greet students.*

WHAT ABOUT SCHOOL ACTIVITIES AND PRACTICES ON LATE START DAYS?

- There will be NO before-school meetings or practices on late start days.

- All after-school activities, practices, meetings will be held as normally scheduled on late start days, unless otherwise directed by the school principal or district administration.

WHAT ABOUT SCHOOL MEALS ON LATE START DAYS?

- School lunch will be provided on 2-hour late start days. The lunch schedule will be slightly adjusted, but lunch will be served. *Our normal school breakfast will NOT be served*, but “grab and go” breakfast options will be available to ensure that all children have the opportunity to eat something if they need to.

WHAT IS THE TIMELINE FOR INCLEMENT WEATHER DECISIONS?

- Whenever possible, we will make an inclement weather decision and announcement by 9:30 PM the evening before to help our families plan ahead. There will be occasions when this is not possible; we will then look to make a decision/announcement/text alert by 5:45 AM the morning of a questionable weather day.
 - We will notify all parents and staff of a snow day or late start by text message, phone call, and/or email.
 - We will also post snow closing information on the district website, all social media channels (Facebook, Twitter and Instagram), and we will notify local media outlets.

WHEN DOES STAFF REPORT ON A LATE START DAY?

- **Emergency Staff Report Time:** Please report at your normal report time.
- **Teacher Report Time:** **Elementary - 10:00 am Middle School - 9:30 am High School - 9:30 am**
 - *Reminder: If your children attend a Westside Early Childhood Center or Club 66, you may drop them off at 9:00am, allowing you to get to your building in time for the start of school.*
- **Food Service Report Time:** Please report per department instruction.
- **Grounds, Maintenance, Custodial:** Please report per department instruction.
- **All Other Staff Report Time:** Please report 2 hours after your normal report time, unless your normal report time begins after the late start time for your respective level.

OTHER INFORMATION STAFF SHOULD KNOW?

- Staff members are welcome to dress casually on days with a 2-hour late start, as you would for a Wellness Wednesday or jeans day.
- If you have any questions about your responsibilities, start times, or benefits, please contact your building or department supervisor, or email hrdept@westside66.net.