



UNIVERSITY PREP

SNOW AND SCHOOL CLOSURE PROCEDURES

Weather conditions vary greatly in the Puget Sound region and the decision-making process on whether or not to open school begins very early in the morning. Our paramount concern is the safety of our students and staff. We encourage every family to assess their particular situation and decide whether or not it is safe for their student to travel that day.

In case of snow, University Prep monitors the situation closely and gives as much advance notice as possible if school will be closed. University Prep does not necessarily follow the public school schedule for school closure. You can find the most recent closure information at <http://www.flashalert.net> or on your local television or radio station. Closure information is also put on the school's answering machine and website as soon as a decision has been reached and is updated regularly.

We will also send a recorded message about any delay or closure through a rapid notification service to your primary phone number. To ensure that you are alerted, please be sure to provide University Prep with the correct emergency number. If your phone numbers change, contact the Main Office to update your information.

In the event of an early dismissal during school, the school will inform radio and television stations and post it on our website as soon as possible. We will also utilize our notification system to contact you with a recorded message. In the case of a school lockdown or evacuation, we will contact you at the multiple phone numbers that you have listed for your student. For other (less critical) situations, our emergency system will contact you at your primary emergency contact number.

When a decision to close has been announced at school, all students will report to their advisories. Advisors will review the students' Emergency Release and Medical Information forms. If parents have authorized their child to drive home, walk home, or take Metro, the advisor will decide if it is safe to release him/her to leave after the advisee has signed out with the advisor. Depending on the circumstances, students might be able to call parents or guardians.

Parents or guardians may report to pick up their students at the south entrance of the Fine Arts building. Students will not be released to parents, guardians, or carpools directly from advisory. You will need to identify yourself and the student(s) you are authorized to pick up. Parents/guardians and carpool drivers will then proceed to the Commons to sign out their students before taking them home.

The head of school (or designee) will authorize the release of faculty and staff to the extent possible, but will retain as many as necessary until the last student has been released.

Please have a plan in place to help your child safely reach home if it becomes necessary to dismiss school early. Be sure you have talked with your child about the plan, which should include alternate transportation and caregivers. *Calling home is not an adequate plan*; you may not be home and phone lines may be busy. We ask that students leave school as quickly as possible so that our staff may also leave as soon as possible when there are adverse traveling conditions.

We have agreements with the out-of-state schools listed below to help us communicate in an emergency when local phone lines are down or unusable (often, long distance lines are not affected when local lines are unusable):

Catlin Gabel School, Portland, OR: 1.503.297.1894

Chapin School, New York, NY: 1.212.744.2335