

GRIFFIN SCHOOL DISTRICT #324

6530 – 33rd Avenue NW, Olympia, Washington 98502

School Office (360) 866-2515 Elementary Ext. 5911 – Middle School Ext. 5910

District Office (360) 866-4918 – Fax (360) 866-9684 - District/School Webpage: griffinschool.us

Leadership Team:

Greg Woods, Superintendent
Rebekah Keiser, Elementary Principal
Doug Anderson, Middle School Principal
Kim Ferra, Finance Director

Board of Directors:

Trish Gregory, Chair
Brandon Anderson, Vice Chair
Maureen Karras, Director
Tim Layton, Director
Joseph Peters, Director

Emergency Student Transportation Procedures

IMPORTANT:

Please make certain you have returned the Emergency Bus Stop Permission Slip to the school office. It is important the Skyward information is kept updated with your correct home, work, emergency phone numbers, AND the names of people who are authorized to pick up your child(ren) in case of unforeseen events or emergency.

We will notify the local media stations and parents through *Flashnews.net* with current school transportation information and/or any modification of the normal school day by 6:00 a.m., if possible. For up-to-date information, please monitor the stations during periods when the weather conditions are deteriorating. Information will be placed on the district telephone message system (866-2515 - transportation hotline) and the district website – <http://griffinschool.us>.

- When the district declares it will operate under the “**Emergency Bus Schedule**,” the buses will travel only the main roads with clear turn-around areas (please refer to the reverse of this letter).
- **HIGH SCHOOL STUDENTS:** When the Olympia School District announces schedule changes and Griffin is on regular schedule, high school students should check the Griffin website or local media stations for specific schedule information. For example: In cases where the Olympia School District schedule might be two hours late, Griffin School District high school buses will run two hours late. When Griffin School District determines the roads unsafe to operate buses and Olympia School District is open there will be no transportation to Capital High School. Griffin District high school students will be excused.
- **SPECIAL NEEDS STUDENTS:** Contact will be made with parents regarding their child’s transportation.
- **LOAD RESTRICTIONS:** When the Thurston County Road Department places “Load Restrictions” on county roads, parents will be notified. Announcements will also be placed on the local media stations and the district telephone message system. The school building will be open between 7:15 a.m. and 5:30 p.m. with student supervision provided for parents who have difficulty meeting the school hours due to conflicting schedules.
- If due to hazardous conditions we cannot make the full run home, children will be returned to school and other arrangements will be made. Please contact the school if other arrangements may be necessary to safeguard your student/students.

“Lifelong learners leading productive, healthy, and responsible lives.”

