



November 2010

TO: Administrators and Supervisors  
FROM: George Russell  
RE: 2010-11 Hazardous Weather Conditions Information

Please review the information and guidelines in this memo and the appropriate hazardous weather procedures with members of your staff as soon as possible. You are encouraged to give them copies.

Two things we have learned from experience: (1) We will never be able to accurately predict the weather in advance; and (2) whatever decision is made will be upsetting to some people.

#### BACKGROUND INFORMATION

**Make-Up Days:** Because it is important for students to be in school as many days as possible, the district will continue to make up most days it closes due to hazardous weather.

**Safe Operation of School Buses:** The major factors in making a decision about school closures have always been the welfare of our students and staff, and whether school buses can be operated safely. When we cannot operate buses safely, we have closed all schools. We have made the decision to close all schools (rather than opening some and closing others) because of the mobility of our staff and students and to avoid confusion within the community.

**Snow Bus Routes:** Several years ago, we began the operation of snow bus routes. Under this procedure, the Transportation Department modifies designated bus routes in areas that predictably experience hazardous driving conditions. Parents are informed in advance that they live on such a route and are asked to listen to the radio on days when the weather may interfere with the operation of school buses. Typically, the modification requires students to walk to a different bus stop.

The use of snow routes has helped limit our closures even when there has been extremely harsh weather. We anticipate these routes will continue to reduce the need to close schools.

**Parent and Staff Choice:** If schools are open, parents may make independent decisions about whether to send their children to school. Also, each staff member may determine whether he or she can get to work safely. The terrain of the community and the distance away from school that both students and staff live make it impossible for the district to make a decision that is acceptable or appropriate to everyone.

Students whose parents believe they should not attend school in such situations should receive excused absences. Staff members have various leave provisions they can use when they believe they are unable to get to work safely.

**Collective Bargaining Agreements:** These guidelines are consistent with the OSEA collective bargaining agreement (Article 12) and the EEA collective bargaining agreement (Article 10.3).

**GUIDELINES - The following guidelines will continue to be used during the 2010-11 school year:**

All schools will operate if the Transportation Department is able to operate buses safely on all its regular routes. All schools will operate if the Transportation Department is able to operate its snow routes.

Students will receive excused absences if their parents say they cannot get to school because of hazardous weather. Staff members may use the leave provisions outlined in their employment agreements if they believe they are unable to get to work safely.

All schools will be closed for students and most school staff if the Transportation Department cannot operate its snow routes.

When all schools are closed, the following general rules will be used to determine which staff is to report to work. Extreme weather may cause an adjustment in these guidelines. For your convenience, these rules are charted on the attached spreadsheet, Appendix A:

1. All administrators, supervisors, and professional employees will report to work. They may use leave provisions if they believe they are unable to get to work safely.
2. All classified employees except those listed in paragraphs 3 and 4 below will report to work. Classified staff required to report to work may use leave provisions if they believe they are unable to get to work safely.
3. All classified employees who work nine-and-a-half months or less (i.e., 197 work day year or less) and whose positions are listed in Section 1 of Appendix A will NOT report to work, but will be paid.

The employees in these positions will be required to make up the missed day(s) at the end of the school year if an additional instructional day is scheduled. If an additional day is not scheduled, they will arrange how to make up the day with their direct supervisor; this arrangement may include the use of earned compensatory time.

4. School-based food services personnel, bus drivers, van drivers, bus aides, and persons in similar positions, will not report to work (see Section 2 of Appendix A) and will not be paid for this day. However, they may be required to work if additional instructional days are scheduled and will be paid for these additional days. Additional information regarding paid leave provisions are included in Appendix A.
5. Licensed staff will not report to work. However, these staff members may be required to make up the missed day(s).

6. If employees who are required to work believe they cannot report, they should notify their administrator or supervisor and can use the leave provisions outlined in their employment agreement.
7. When there are extreme weather circumstances, administrators, supervisors, professional employees, and classified employees will not be required to work, except for designated emergency staff.

A list of classified emergency staff that will receive hazardous duty pay in this event is attached in Appendix B.

Schools should have a plan for dealing with students, particularly young students, who may arrive at school even if it has been closed.

The district will avoid delayed starts and early dismissal due to weather. However, it is possible that unpredictable or sudden weather conditions will require such a decision to be made.

Schools should remind parents to have up-to-date emergency phone numbers on file at school and child-care arrangements in the event of a school closure.

The district will inform local television and radio stations about school closure decisions by 6 a.m. District radio station KRVM FM (91.9) will continue the practice of broadcasting the decision as soon as it is made. Although other stations will broadcast information regarding school closure decisions, the best source for detailed information will remain the district website: <http://www.4j.lane.edu> or the district radio station, KRVM-FM 91.9, because we can ensure complete and accurate messages at these two locations.

When classes are canceled because of hazardous weather conditions, the superintendent or designee will make a decision regarding all activities and night use of buildings by school and non-school groups by noon. That decision will be given to the media, and the principals and other supervisors will be notified. Ordinarily, when schools are closed for school activities, they are also closed for community-sponsored events that occur in schools (e.g., Kidsports activities, school enrichment programs, and routine rentals). Exceptions may be made on a case-by-case basis.

GR: pw

Attachments – Appendix A  
Appendix B

cc: Dayna Mitchell  
Curt Smith  
Alan Brown  
Board of Directors  
Tim Carmichael

Employee Group	School Closure Day	Extreme Weather Day
<b>Licensed</b>	No Work/Paid (make up day may be scheduled)	No Work/Paid (make up day may be scheduled)
<b>Administrators/Professionals/Supervisors</b>	Work/Paid (may use personal leave or vacation if unable to get to work safely)	No Work/Paid
<b>Classified (See Below for Specific Information)</b>		
<b>SECTION 1</b>		
INSTRUCTIONAL ASSISTANT-BEST		
CAREER CENTER ASSISTANT (197 DAYS OR LESS)		
CUSTODIAN (197 DAYS OR LESS)		
DEPARTMENT ASSISTANT (197 DAYS OR LESS)		
DEPARTMENT SECRETARY (197 DAYS OR LESS)		
EDUCATION SKILLS TRAINER		
ELEMENTARY SCHL ASST		
ESS SPED RECORDS CLERK		
HEALTH SERVICES ASSISTANT (197 DAYS OR LESS)		
HUMAN SERVICES COORDINATOR		
INST ASST BILINGUAL		
INST ASST CHILD CENTER PROGRAM		
INST ASST DAY CARE PROGRAM		
INST ASST KINDER		
INST ASST REG EDUC PROGRAM		
INST ASST SPEC ED (BEHAVIORAL)		
INST ASST-COGNITIVE	No Work/Paid (must work additional instructional day	No Work/Paid (must work with additional instructional day if
INSTR ASSISTANT-TITLE EXT DAY	if scheduled; otherwise,	scheduled; otherwise, arrange
INSTRUCTION ASSISTANT (AUTISM)	arrange with supervisor	supervisor how to make up)
INSTRUCTIONAL ASSISTANT (197 DAYS OR LESS)	how to make up)	
INSTRUCTIONAL ASSISTANT-ACE		
INTERPRETER DHH		
LIBRARY IMC ASST		
LIBRARY SPECIALIST		
OFFICE SUPPORT BICULT/BILING		
PROGRAM COORD ASSISTANT (197 DAYS OR LESS)		
REGISTRAR (197 DAYS OR LESS)		
SCHOOL CROSSING GUARD		
SCHOOL PLUS PROGRAM COORD (197 DAYS OR LESS)		
SCHOOL VOLUNTEER COORDINATOR		
SOCIAL SKILL SPECIALIST-AUTISM		
STUDENT SUPERVISION ASSISTANT		

Employee Group	School Closure Day	Extreme Weather Day
TECHNOLOGY SUPPORT SPEC I (197 DAYS OR LESS)	see previous page	see previous page
TECHNOLOGY SUPPORT SPEC II (197 DAYS OR LESS)		
VOC TRAINING ASSISTANT		
<b>SECTION 2</b>		
BUS AIDE SPECIAL ED	No Work/No Pay (may be required to work if additional instructional days are scheduled--will be paid for additional days at time worked)	No Work/No Pay (may be required to work if additional instructional days are scheduled--will be paid for additional days at time worked)
BUS DRIVER		
BUS DRIVER SPECIALIST		
DRIVER TRAINER (197 DAYS OR LESS)		
FLEET SERVICES TECHNICIAN		
FOOD SERVICE ASST I		
FOOD SERVICE ASST II		
FOOD SERVICE COORD I		
FOOD SERVICE COORD II		
FOOD SERVICE TECHNICIAN		
PRODUCTION COORDINATOR		
INST ASST 1:1 (185 days)	No Work/May apply available personal leave or compensatory time (may be required to work if additional instructional days are scheduled--will be paid for additional days at time worked)	No Work/May apply available personal leave or compensatory time (may be required to work if additional instructional days are scheduled--will be paid for additional days at time worked)
<b>SECTION 3</b>		
CLASSIFIED EMPLOYEES IN POSITIONS NOT LISTED ABOVE AND NOT DESIGNATED AS EMERGENCY STAFF	Work/Paid (may use personal leave, vacation, or compensatory time if unable to get to work safely)	No Work/Paid

**DESIGNATED CLASSIFIED EMERGENCY STAFF  
FOR HAZARDOUS WEATHER  
(See Guideline 7)**

**Classified Staff**

Safety/Security	Pam Wescott
Electrician	Mark English
	Karl Stone
Plumbers	George Chandler
	Dave Robinson
Heating Technicians	Ken Sheffler
	Shayn Davis
Roofer	Mike Elder
Driver	Steve Bertsch
General Maintenance/Fire & Security	Charlie Cunningham

**All Custodial/Maintenance Coordinators and Lead Custodians**

The Director of Facilities Management or designee will call any other maintenance staff members needed to take care of unforeseen emergencies.

Hazardous Weather/2010-11 Memo to Admins – 11/18/10