



November 26, 2012

TO: Administrators and Supervisors  
FROM: Sheldon Berman  
RE: 2012–13 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

**Budget Reduction/Furlough Make-Up Days:** Because it is important for students to be in school as many days as possible, if hazardous weather days occur, up to three (3) days will be counted as budget reduction/furlough days thus reducing or eliminating the June furlough days (June 12, 13 and 14). Therefore, school will be in session for one or more of these days.

- If there are *no* hazardous weather days, the last day for students will be Monday, June 10 and the final grading day will be Tuesday, June 11.
- If there is *one* hazardous weather day, the last day for students will be Tuesday, June 11 and the final grading day will be Wednesday, June 12.
- If there are *two* hazardous weather days, the last day for students will be Wednesday, June 12 and the final grading day will be Thursday, June 13.
- If there are *three* hazardous weather days, the last day for students will be Thursday, June 13, and the final grading day will be Friday, June 14.
- If there are *more than three* hazardous weather days, the additional missed school days will be made up by adding days at the end of the school year.
- *In all cases*, the final day for students will be an early release day and the following day will be a grading day.
- April 12 may also be used as a hazardous weather makeup day.

**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:** 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. If schools are open, parents may make independent decisions about whether to send their children to school. Students whose parents believe they should not attend school in such situations should receive excused absences.

In addition, each staff member may determine whether he or she can get to work safely. 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 to be used during the 2012–13 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 staff, with the exception of designated emergency staff listed on Appendix A, if the Transportation Department cannot operate its snow routes.

When all schools are closed, employees will not report to work (except those listed on Appendix A) and will observe budget reduction/furlough days. If a school principal determines that it is necessary to be at school to alert students and parents to the closure, he or she will make arrangements to take a furlough day at a later date.

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.

SB:ed

Attachments – Appendix A

cc: Tad Shannon  
Kathleen Wiebke  
Board of Directors  
Kelly Bokn

**APPENDIX A**

**2012–13**

**DESIGNATED CLASSIFIED EMERGENCY STAFF  
FOR HAZARDOUS WEATHER**

**Classified Staff:**

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

Safety/Security	Pam Wescott
Electrician	Karl Stone
Plumbers	George Chandler
	Dave Robinson
Heating Technicians	Garrett James
	Shayn Davis
Roofer	Mike Elder
Driver	Steve Bertsch
General Maintenance/Fire & Security	Charlie Cunningham
General Maintenance	Steve McElhinney
Grounds	Ken Meyers

In addition to the above listed classified staff, the Director of Facilities Management or designee will call any other maintenance staff members needed to take care of unforeseen emergencies.