



October 23, 2013

TO: Administrators and Supervisors

FROM: Sheldon Berman

RE: 2013–14 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.

The following guidelines will be used during the 2013–14 school year.

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

If the Transportation Department cannot operate its snow routes, all schools and district offices will be closed for students and staff, with the exception of designated emergency staff listed in the table at the end of this memo. On these days, employees will not report to work, except those listed in the table, and the day will be considered a budget reduction/furlough day. 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. Schools should remind parents to have up-to-date emergency phone numbers on file at the school and child-care arrangements in the event of a school closure.

Notification: The district will send an email to all staff and 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.

Delayed Starts and Early Dismissal: 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.

Afternoon and Evening Activities: When classes are canceled because of hazardous weather conditions, the superintendent or designee will make a decision by noon regarding all activities and night use of buildings by school and non-school groups. 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.

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: The Transportation Department modifies designated bus routes in areas that predictably experience hazardous driving conditions. These are called snow routes. Parents are informed in advance that they live on such a route and are asked to listen to the radio or check the district website or Twitter 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.

Budget Reduction/Furlough Make-Up Days: Because it is important for students to be in school as many days as possible, the school year will not be shortened as a result of hazardous weather days. On any days schools are closed due to hazardous weather, all staff except for designated emergency staff will stay home and the day will be treated as a furlough day. Any hazardous weather days will be made up at the end of the school year and/or on days previously designated as budget reduction/furlough days.

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

Designated Classified Emergency Staff For Hazardous Weather: In addition to the classified staff indicated below, the Director of Facilities Management or designee will call any other maintenance staff members needed to take care of unforeseen emergencies.

Custodial/Maintenance Coordinators	ALL
Lead Custodians	ALL
Safety/Security	Pam Wescott
Electrician	Gavin Quick
Plumbers	George Chandler
	Dave Robinson
Heating Technicians	Garrett James
	Shayn Davis
Roofer	Mike Elder
Driver	Steve Bertsch
General Maintenance/Fire & Security	Al Cairnes
General Maintenance	Steve McElhinney
Grounds	Dylan Rowe

SB:ed

cc: Tad Shannon – EEA
Jo Ann Smith – OSEA
BJ Blake – 4JA
Juan Cuadros – 4JA
Board of Directors
Kelly Bokn