



November 2018

TO: All Staff
FROM: Dr. Gustavo Balderas
RE: 2018–19 Hazardous Weather Conditions Information

Please review the information in this memo about hazardous weather procedures, including notification methods and staff reporting expectations, so you know what to do on days when winter weather is an issue.

A note for administrators and supervisors: Please review this information with members of your staff as soon as possible. You are encouraged to give them copies of this memo. Please also be prepared to answer any questions from staff on days when weather is a concern.

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 in advance about hazardous weather procedures and the need to have up-to-date emergency phone numbers on file at the school and child-care arrangements in the event of an emergency school closure.

The following guidelines will be used during the 2018–19 school year:

Hazardous Weather Decisions and Notification

When hazardous weather is a concern, decisions regarding schedule changes are made in the early morning, before school, when current weather conditions can be assessed.

Our main concern is the safety of our students and staff. We also believe students and families are best served when schools are open. We will always do our best to make the best decision possible, taking into account all of the factors.

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

All schools will be closed if the Transportation Department cannot operate its snow routes. Missed instructional time for students and missed work time for staff will be made up. See Staff Reporting Expectations below.

Notification: When the superintendent decides to close or delay schools, the decision is communicated as quickly as possible. On days when school is in session on the regular schedule, the district will NOT make an announcement: No news = no change.

The district will inform local news media, issue an alert on the @4Jweather Twitter feed, post information on the district website (www.4j.lane.edu) and Facebook (facebook.com/4Jschools), and send an email directly to all staff, normally all before 6:15 a.m. The *first* notice of a closure or delay will normally be via Twitter/text alerts and school closure listings in news media, but the *best* source for detailed information is the district website, where we are more able to ensure complete and accurate messages.

Delayed Starts and Early Dismissal: The district generally 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 after-school activities and night use of buildings by school and non-school groups. That decision will be communicated through the same notification procedures as a school closure. Ordinarily, when schools are closed for school activities, they are also closed for community-sponsored events that occur in schools (e.g., after-school childcare, school enrichment programs, youth sports activities, and routine rentals). Exceptions may be made on a case-by-case basis with the approval of the superintendent or level director.

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 close all schools. We have made the decision to close all schools (rather than opening some and closing others, except in the case of a specific school building issue) because of the mobility of our staff and students and to avoid confusion within the community.

Snow Bus Routes: The Transportation Department designates modified bus routes in areas that predictably experience hazardous driving conditions. These are called snow routes. The use of snow routes has helped limit our closures even when there has been very harsh weather. We anticipate these routes will continue to reduce the need to close schools.

Parents of bus-riding students are informed in advance if their bus route has an alternate snow route, and are asked to check the district website, Twitter or news media on days when the weather may interfere with the operation of school buses. Snow routes also are posted on the district website. Typically, the modification requires students to walk to a different bus stop.

Parent 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 the most acceptable or appropriate to everyone. If schools are open, parents may make independent decisions about whether to send their children to school. Parents who believe their students should not attend school in such situations should contact the school and the student should receive an excused absence.

Staff Reporting Expectations and Other Considerations

On days when hazardous weather is a concern, the district may cancel school for students, or—more rarely—may close all schools and offices, delay the school day, end school early, or close individual schools due to a building problem.

The following general rules will be used to determine which staff members are to report to work. Unusual circumstances may cause an adjustment in these guidelines.

At any time, if employees who are required to work believe they cannot safely report, they should notify their supervisor and use the leave provisions outlined in their employment agreement.

1. **Regular Hazardous Weather Day:** A regular hazardous weather day will be announced to media as “Schools closed, offices open.”

Staff reporting expectations:

- a. All administrators, supervisors, and professional employees will report to work.
- b. Licensed staff will not report to work. They will be expected to make up the missed time on a day added during or at the end of the school year.
- c. All classified employees who work a 10-, 11- or 12-month schedule will report to work.
- d. All other classified staff who work a 196-day schedule or less will not report to work. School-based food services personnel, bus drivers, van drivers, bus aides, and persons in similar positions will not be paid for this day. However, they may be required to work on make-up instructional days that are scheduled and will be paid for these additional days. Other classified staff will be paid for this day and will be required to make up the missed time on a day added during or at the end of the work year, or as otherwise provided in the collective bargaining agreement.

2. **Extreme Weather Day:** On occasion, when there are extreme weather circumstances, the day may be designated an extreme weather day. This will be announced to media as “Schools closed, only emergency staff report.”

Staff reporting expectations:

- a. Designated emergency staff, listed in the table at the end of this memo, will report for duty and will be paid according to the OSEA collective bargaining agreement (Article 12).
- b. Other staff will not report. All staff will be expected to make up the time on a designated makeup day, or by arrangement with their supervisor if there is no designated makeup day for their group, or use appropriate leave provided in their collective bargaining agreement.

3. **Delayed Start:** Rarely, the start of the school day may be delayed due to inclement weather; this will normally be a 2-hour delay. All schools will operate on a shortened schedule for the day.

Staff reporting expectations:

- a. Designated emergency staff are required to report to work without delay.
- b. Administrators are required to report to work without delay, in sufficient time to administer their assigned programs and address the special circumstances of the delayed opening, including students who may arrive at the regular time.
- c. Bus drivers are required to report to work in sufficient time to start their bus route on the delayed schedule. If there is any question it should be resolved with the supervisor.
- d. School-based staff are required to report to work in sufficient time to perform their assigned duties, taking into account the adjusted schedule, no later than 2 hours after their regular reporting time. If there is any question it should be resolved with the employee’s supervisor.
- e. All other employees are required to report to work without delay, as soon as safely possible.

4. **Early Closure:** Very rarely, it may be necessary to close schools before regular dismissal times because of deteriorating weather conditions or other events. School administrators will be notified with specific closure times.

If an event that necessitates school closure occurs while students are at school, normal school transportation will be provided as promptly as safely possible. The principal will promptly notify the district office regarding any students who are on site and may have

delayed home returns. The principal also will make provisions (such as shelter, supervision and meals) to accommodate students who cannot immediately return home.

Buses may be delayed in arriving at school because of traffic conditions. Students who ride buses should be released to their route bus when it arrives at school, unless their parents have made other arrangements. Students who do not ride buses should remain in the shelter and supervision of the school until approved district or personal transportation arrives to take them home.

When schools are closed early, all afternoon and evening activities will be canceled.

Staff reporting expectations:

- a. Staff are expected to remain at work unless dismissed.
- b. Some staff may be required to stay beyond the regular end of their work day to provide care for students and continue necessary operations.
- c. Night custodians will be expected to work their regular shift unless otherwise notified.

5. **School Building System Failure:** Very rarely, an individual school building's system may fail and make the school untenable for instruction. The first person to become aware of a facility issue will notify the principal, the principal will notify the level director, and the level director will notify district leadership. If the facility issue significantly impacts the school's ability to provide instruction, district administration will consult with the principal and other key personnel, explore possible solutions, and the superintendent or designee will make a decision as to closure.

In the event school is canceled before the start of the school day, district administration and the building principal will develop a plan for notifying students and parents, and for handling students who have arrived.

Staff reporting expectations:

- a. All staff will report for work—but check with your supervisor. If building conditions are unsafe or untenable for work, an alternate work location may be designated.
- b. In rare circumstances the day may be determined to be a non-work day for the building's staff and the work time may be made up later. Lost instructional time may be made up with adjusted schedules later in the school year.

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. Hazardous weather days will be made up during the school year or on makeup days added at the end of the normal school year.

Emergency Staff: The following staff are expected to report on all hazardous weather days including days that are designated as extreme weather days for other staff. On days designated as extreme weather days, emergency staff who are required to report will receive additional pay.

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

FACILITIES STAFF GROUP	WHICH STAFF MEMBERS
Custodial/Maintenance Coordinators	ALL
Lead Custodians	ALL
Main Office	Belinda Wilton
Electrician	Jerry van Cura
Plumbers	Brian Coats & Dave Robinson
Heating Technicians	Garrett James & Joe Rodriguez
Roofer	Michael Knight
Driver	Tim Tibbits
General Maintenance/Fire & Security	Al Cairnes
General Maintenance	Mike Ganieany
Grounds	Dylan Rowe

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

cc: Tad Shannon & Sabrina Gordon – EEA
Sheila Waggoner & Beth Smith – OSEA
Eric Anderson – MAPS
Kelly Bokn – Athletic Director
Board of Directors