



November 2020

TO: All Staff
FROM: Cydney Vandercar, Superintendent
RE: 2020–21 Hazardous Weather 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.

Our expectation is that the district generally will continue operating during inclement weather, but may adapt our operating mode to distance learning in response to the weather. The district will be more able to continue operations during inclement weather than in past years thanks to our increased ability to provide instruction and services remotely.

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.

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.

The following guidelines will be used during the 2020–21 school year:

Inclement Weather Decisions and Notification

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

If inclement weather occurs during comprehensive distance learning, on-site services (such as food service and delivery, busing, internet hubs and limited in-person instruction) may be canceled, and schools will continue instruction at a distance.

If inclement weather occurs during hybrid or on-site learning, in general, all schools will operate if the Transportation Department is able to operate buses safely on regular routes or on all of its snow routes. If the Transportation Department cannot safely operate on snow routes, on-site services will be canceled and all schools will operate in distance learning.

Missed work time for staff and missed instructional time for students, if any, generally will be made up. See Staff Reporting Expectations below.

Be Prepared: When inclement weather is in the forecast, all staff should prepare for a potential building closure and for teleworking from home, where appropriate. For teachers whose internet access at home may not support distance learning, this includes preparing in advance lessons that students can complete asynchronously and/or preparing for a substitute to teach their classes.

Schools should have a plan for dealing with students, particularly young students, who may arrive at school when buildings are closed. Schools should remind parents in advance about inclement weather procedures and the need to have up-to-date emergency phone numbers on file at the school and childcare arrangements in the event of an emergency school closure.

Notification: When the superintendent decides to cancel on-site services, shift from on-site to distance learning, or delay the start of the school day, the decision will be 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, send a text message to staff and parents, post information on the district website (4j.lane.edu), issue an alert on the @4Jweather Twitter, post information on the district website (www.4j.lane.edu), and send an email to staff, normally all before 6:15 a.m. The *first* notice of a closure or delay will normally be via text alerts and school closure listings in news media, but the *best* source for detailed information is the staff email and 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.

Safe Operation of School Buses: The major factors in making a decision about school building 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 school buildings. We have made the decision to close all school buildings (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, text messages, news media, or social 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 be picked up and/or dropped off at a different bus stop within walking distance of their home.

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 school buildings 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.

Afternoon and Evening Activities: When on-site services are canceled or schools shift to distance learning 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.

Staff Reporting Expectations and Other Considerations

On days when inclement weather is a concern, the district may cancel on-site services and transition to distance learning 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 to work on-site, and cannot effectively complete their essential duties from home, they should notify their supervisor and use the leave provisions outlined in their employment agreement.

1. **Hazardous Weather Day:** During comprehensive distance learning, a hazardous weather day means on-site services (including limited in-person instruction and school meal pickup and delivery) are canceled and students will continue learning remotely. During hybrid or on-site learning, a hazardous weather day means on-site services are canceled and all students will transition to learning remotely.

A regular hazardous weather day will be announced to media as “School buildings closed, students learning online.”

Staff reporting expectations:

- a. Staff who can complete their essential duties remotely may telework from home, in communication with their supervisor.
 - b. At least one building administrator at each facility will work on-site.
 - c. Other administrators, managers, supervisors, and professional employees will work on-site or remotely.
 - d. Licensed staff will work on-site or remotely.
 - e. Classified employees with a 10-, 11- or 12-month schedule will work on-site or remotely.
 - f. Classified instructional staff with a 196-day schedule or less will work on-site or remotely.
 - g. Classified non-instructional staff with a 196-day schedule or less (such as bus drivers, bus aides and food services staff) 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. They will be required to make up the missed work day on a makeup day if one is scheduled, or, if a makeup day is not scheduled, by arrangement with their direct supervisor which may include use of compensatory time or personal leave, as provided in the collective bargaining agreement.
2. **Extreme Weather Day:** On occasion, when weather circumstances are exceptionally hazardous, the day may be designated an extreme weather day. Buildings will be closed and no staff other than designated emergency personnel will report to work on-site.

An extreme weather day will be announced to media as “School buildings closed, students learning online, 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 on-site and will be paid according to the OSEA collective bargaining agreement (Article 12).
- b. Other staff will not report to work on-site. All staff will be expected to telework from home if they can complete their essential duties remotely, make up the time by arrangement with their supervisor, or use appropriate leave provided in their collective bargaining agreement.

3. **Delayed Start:** Rarely, if schools are operating in hybrid or on-site learning, 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, if schools are operating in hybrid or on-site learning, 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 on-site, 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 the school building is closed 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.

6. **Widespread Infrastructure Failure:** Exceptionally rarely, inclement weather may cause broad power and internet outages affecting more than a few schools. It is possible that a very widespread infrastructure failure might lead to distance learning being canceled. This is unlikely to occur in any given year.

Make-Up Days: Because it is important for students to be in school as many days as possible, the school year generally will not be shortened as a result of hazardous weather days. Hazardous weather days that cause an instruction day to be canceled normally 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 Facilities Director or their 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
Grounds	ALL
CDL Driver	Tim Tibbits
Main Office	Belinda Wilton
General Maintenance	Raul Martinez
Heating Technicians	Garrett James & Joe Rodriguez
HVAC/Refrigeration	Regi Vaughan
Electrician	Mike Engelman
Electrician and Low-Voltage Systems	Jerry van Cura
Plumbers	Brian Coats & Dave Robinson
Roofer	Don Curtis

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: Sabrina Gordon – EEA
Sheila Waggoner – OSEA
Tom Horn – MAPS
Kelly Bokn – Athletic Director
Board of Directors