

**Greater Albany SD 8J  
Administrative Regulation**

Code: **EBCB-AR(2)**  
Adopted: 11/21/90  
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1/28/13; 3/10/14  
Orig. Code(s): AR 7621

**Procedure for School Closure During Inclement Weather, Building Emergencies**

During any scheduled work day when there is inclement weather, but the district schools are open as scheduled, employees shall report to work as close to their normal time as is consistent with safety. However, any employee who is more than two hours late will be docked personal/emergency leave time. If, in the best judgment of the employee, it is unsafe to travel to work, the employee may use a personal/emergency leave day.

There may also be circumstances where it may be necessary for safety or mechanical reasons to either close an individual school or district building or release early the students and staff of that building.

Should the weather or other conditions be sufficiently severe as to require the closure, delay or early release of the school district, the following procedures shall apply:

**Inclement Weather and Emergency Communications Plan**

Social media, push notification methods such as FlashAlert.net, and the GAPS District website will be the first communications delivery systems used in the event of inclement weather closures and emergency communications. The district website will reflect the information communicated by other methods.

Local radio and television stations will be notified by FlashAlert.net or other push notifications. Examples of such stations are provided below. The channel number may vary according to the listening area.

KATU - Ch.2	KOIN - Ch. 6	KGW - Ch. 8	KEZI- Ch. 9
KVAL - Ch. 13	KMTR - Ch. 16	KLSR- Ch. 34	
KFIR - 720 AM	KKNU - 93.3 FM	KSND - 95.1 FM (Spanish language)	
KSHO - 920 AM	KLOO - 1340 AM	KWBY - 940 AM (Spanish language)	
KGAL - 1580 AM	KRKT - 99.9 FM	KOOL - 99.1 FM	
KFLY - 101.5 FM	KEHK - 102.3 FM	KLOO -106.3	

Information will also be available on the home page of the district website, “[www.albany.k12.or.us](http://www.albany.k12.or.us)”.

## **Procedure for Announcing Closure, Delay or Early Release**

It may occasionally be necessary to close, delay the start, or release school early because of inclement weather and/or travel conditions or other concerns. Should one of those actions be necessary, the district will notify students, parents or guardians<sup>1</sup> and staff using the communication plan detailed above. Furthermore, students will receive notification of closures, delays and early releases via the same delivery methods.

The decision as to whether school will be closed or the opening delayed because of the weather will typically be made by 6:00 a.m. by the superintendent or his/her designee. If school is to be closed or the opening delayed, this notification will be disseminated using the communication plan (see above) before 6:30 a.m. When school is released early, broadcast media will be notified as soon as possible.

### **Administrative Notification**

When schools are to be closed or delayed or a possible emergency weather condition is developing which will involve the schools, administrators will monitor social media, push notification (such as FrashAlert.net) and the GAPS District website. Each site will have a plan for monitoring and notification of staff.

### **Voice Mail Communication**

In the event school is to be closed or delayed, a systems bulletin will be put into available notification systems as soon as the decision is made. Examples would include social media sites such as Facebook and twitter, the GAPS District website and push notifications like FlashAlert.net. No message would mean that there is no delay or closure.

### **Schools Closed All Day**

1. No staff member except for the emergency crew is required to report. The emergency crew will report as close to their assigned time as is consistent with safety. Salaries will not be docked for time lost due to such closure; however, such lost time may be made up at the option of the district without additional pay. The district will consult with the Association before rescheduling closure days.
2. The emergency crew will be designated by the physical plant director and will include the district office receptionist who will take care of phone calls on school closure days. The emergency crew will report as close to their assigned time as is consistent with safety. Issues regarding pay and make up time will be as described in Collective Bargaining agreements.

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<sup>1</sup>As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

### **Weather Delays the Opening of Schools**

1. All staff members except bus drivers shall report to work before students arrive and as close to their normal time as is consistent with safety;
2. Bus drivers shall report to work later than usual based on the announced delay in the opening of school, i.e., if school opens one hour late, bus drivers report one hour late, etc.;
3. Staff members shall not have their pay docked if they report to work as close to their normal time as is consistent with safety. This applies to hourly employees as well as monthly employees.

### **School(s) to be Released Early**

1. All employees except bus drivers will continue to work as close to their normal work schedule as is consistent with safety;
2. Bus drivers shall report to work early to match the dismissal of school;
3. Staff members shall not have their pay docked because of early release.

### **District Closure on Non-Instructional Day**

No staff member except for the emergency crew, when called, is required to report. The emergency crew will report as close to their assigned time as is consistent with safety. No salaries of employees will be docked.