

Greater Albany SD 8J
Administrative Regulation

Code: **EBCB-AR(2)**
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8/13/07; 4/05/10; 11/18/10
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Procedure for School Closure During Inclement Weather

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 judgement of the employee, it is unsafe to travel to work, the employee may use a personal/emergency leave day.

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

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. Should one of those actions be necessary, the district will notify students, parents or guardians¹ and staff through the local radio and television stations and the district website. In addition, staff will notify students if school is in session when the district makes such a decision.

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, the radio and television stations will be notified and asked to announce that information before 6:30 a.m. When school is released early, broadcast media will be notified as soon as possible.

The television stations to be notified 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	

¹As used in this document, 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 those 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 581.015-0005(18).

The radio stations to be notified are:

KFIR - 720 AM
KSHO - 920 AM
KLOO - 1340 AM
KGAL - 1580 AM
KWBY - 940 AM

KKNU - 93.1 FM
KSND - 95.1 FM (Spanish Language)
KOOL - 99.1 FM
KRKT - 99.9 FM
KFLY - 101.5 FM
KEHK - 102.3 FM
KLOO - 106.3 FM

Information will also be available on the home page of the district website, "www.albany.k12.or.us."

Administrative Emergency Telephone Networks

When schools are to be closed or delayed or a possible emergency weather condition is developing which will involve the schools, administrators will be notified by the following procedure in addition to the broadcast media announcements:

1. The superintendent or designee will start the emergency telephone message. Each administrator in the chain will call the next person/school, repeating the emergency message;
2. The last school or administrator in the network chain is to call the district office receptionist and report any administrator/school not contacted.

Voice Mail Communication

In the event school is to be closed or delayed, a systems bulletin will be put into the school line voice mail system (967-4501) as soon as the decision is made. 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. Salary 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. Eleven employees will comprise the district emergency crew which will report to work on the school closure days. The emergency crew will be comprised of the head custodian at each middle and high school, five maintenance employees designated by the physical plant director and 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. The emergency crew members will be paid time and one-half for their work on the school closure days in addition to their regular pay. If the days missed because of weather closure are made up, the emergency crew, like the rest of the staff, will not receive any additional pay;

3. Staff members who are required to report to work prior to the 6:30 a.m. announcement of closure and who have reported will be paid a minimum of a two- hour salary amount.

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.

Schools 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

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. No salaries of employees will be docked;
2. Eleven employees will comprise the district emergency crew which will report to work on district closure days. The emergency crew will be comprised of the head custodian at each middle school and high school, five maintenance employees designated by the physical plant director and the district office receptionist who will take care of phone calls on district closure days. The emergency crew will report as close to their assigned time as is consistent with safety. The emergency crew members will be paid time and one-half for their work on the school closure days in addition to their regular pay;
3. Staff members who are required to report to work prior to the 6:30 a.m. announcement of closure and who have reported to work will be paid a two-hour salary amount.