



Inclement Weather and Emergency Closure Procedures
In most instances, the decision will be posted to the District web site and District Announcements by 5:15 a.m.

1. **All District Schools and Facilities Closed:** When weather or emergency conditions exist requiring the closure of all facilities and the administration center, the District designated crew* (as notified by the Administrator for Maintenance Services) will report. School activities and events will be cancelled. Exceptions may only be made by the Superintendent. Principals need to consult with their regional administrator prior to allowing any event or activity to take place. Please refer to IGD-AR for other details related to performances, contests, practices, etc. scheduled on school and non-school days. Staff not required to report to work will be paid and may be required to make up the missed day if an additional instructional day is scheduled.
2. **Schools Closed to Students and Staff; Administration Facilities Open to Essential Staff**:** When buses cannot be operated safely, all schools will be closed to avoid confusion within the community. Central administration facilities on Merlo Road will remain open. The District designated crew* and essential staff** will report. School activities and events will be cancelled. Exceptions may only be made by the Superintendent. Principals need to consult with their regional administrator prior to allowing any event or activity to take place. Please refer to IGD-AR for other details related to performances, contests, practices, etc. scheduled on school and non-school days. Staff not required to report to work will be paid and may be required to make up the missed day if an additional instructional day is scheduled.
3. **Delayed Opening:** Custodians report as regularly scheduled. Bus drivers will report one hour late. School staff and students will report two hours later than their regular reporting time, except for the District designated crew* and essential staff** who will report at the regular time. Principals need to consult with their regional administrator prior to allowing any event or activity to take place.
4. **Early Release:** When conditions exist that necessitate an early dismissal, buses will operate at least two hours earlier than their normal schedule. Except for the District designated crew* and essential staff**, school employees will be dismissed according to the same revised schedule. Principals need to consult with their regional administrator prior to allowing any event or activity to take place. Night custodians will report as regularly scheduled.
5. **Buses on Time on Snow Routes:** All schools will operate on normal schedules. All staff report as regularly scheduled. If they are unable to report due to weather conditions, they will use emergency leave to account for time missed.
6. **Facility Emergencies:** Facilities will operate on a case-by-case basis when emergencies such as power outages, plumbing malfunctions, etc. occur. Administrators will report to closed facilities when they are able to do so safely or notify their supervisors if they are unable to report. Emergency leave will be used to account for time missed.

***District Designated Crew:** Staff selected and published annually by the Administrator for Maintenance Services from the following areas will be compensated at double time for work performed during the closure period. *Note: Principals will be informed when school custodians are required to report.*

Electricians	Roofing	Painting
Plumbers	Grounds	Central facility custodial staff
HVAC	AV	Other areas as called, including school custodians

****Essential Staff:** If schools are closed, the following staff will report to work when they are able to do so safely or notify their supervisors if they are unable to report.

- a. Superintendent’s Council
- b. Classified employees in central office who are exempt from overtime and requested by their supervisors (no additional compensation)
- c. Other administration center classified staff as designated by Superintendent’s Council (to be compensated at double time for work performed during the closure)

Note: All administrators should report to their sites when, in their opinion, it is safe to do so.

Compensation notes: 1) Compensatory time may be used in lieu of payment if both the employee and the supervisor are in agreement. 2) If school administrators determine additional classified staff members are essential at their sites, they must compensate them at double time (classified) or per diem (certified) from their cost centers. 3) Additional compensation applies only to closure periods and not to delayed opening or early release.

BEAVERTON SCHOOL DISTRICT

INCLEMENT WEATHER AND EMERGENCY CLOSURE PROCEDURES

(Staff required to report will do so when they can safely travel or use emergency leave for time missed)

MEDIA MESSAGES	SCHOOL / DEPARTMENT IMPLICATIONS
1. All District Schools and Facilities Closed	<ul style="list-style-type: none"> ▶ The District designated crew reports (as identified by the Administrator for Maintenance Services) ▶ All activities and events cancelled
2. Schools Closed to Students and Staff / Administration Facilities Open	<ul style="list-style-type: none"> ▶ The District designated crew reports (as identified by the Administrator for Maintenance Services) ▶ Superintendent’s Council reports to Administration facility on Merlo Road ▶ Essential administration center classified staff report (as identified by Superintendent’s Council) ▶ All activities and events cancelled
3. 2-Hour Delayed Opening / Buses on Snow Routes	<ul style="list-style-type: none"> ▶ The District designated crew reports (as identified by the Administrator for Maintenance Services) ▶ All administrators report as regularly scheduled ▶ Essential administration center classified staff report as regularly scheduled (as identified by Superintendent’s Council) ▶ Custodians report as regularly scheduled ▶ Bus drivers report one hour late (A.M. routes only) ▶ Students, school staff and other facility staff report two hours later than regularly scheduled, including full-day kindergarten ▶ A.M. Kindergarten, A.M. ESL Kindergarten, A.M. Pre-Kindergarten and A.M. Deer Park Academy classes cancelled
4. Buses on Time on Snow Routes	<ul style="list-style-type: none"> ▶ Buses on time ▶ School on time unless otherwise noted ▶ Limited bus service for West TV and Cedar Mill attendance areas ▶ Applies to both arrival and dismissal
5. Early Release	<ul style="list-style-type: none"> ▶ Buses will operate at least two hours earlier than normal ▶ Night custodians report ▶ Evening activities and events cancelled unless otherwise noted ▶ Staff dismissed according to same schedule unless otherwise noted
6. Facility Emergencies <i>(to be announced on a case by-case basis)</i>	<ul style="list-style-type: none"> ▶ Schools dismissed or closed on a case-by-case basis ▶ Administrators and staff report on a case-by-case basis