

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Emergency Closures

Section: Support Services

Code: EBCD-AR

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In case of hazardous or emergency conditions, the Superintendent may alter district and transportation schedules appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year, students, parents, and staff will be informed of the procedures used to notify them in case of an emergency closure.

**1. INCLEMENT WEATHER PHILOSOPHY**

The philosophy of the Bend-La Pine School District is to keep schools open and operate buses except under extreme adverse conditions.

During snow and ice days, if more than half of the students can safely attend school, the District will hold school and offer bus service. Parents may choose to transport their own students or to keep their children at home due to safety concerns.

During the winter months, roads shall be checked daily to ensure that students can be transported safely. The District maintains contact with the Redmond and La Pine Transportation Departments, local law enforcement agencies, and state transportation agencies, as appropriate. Any closures or delays will be communicated via local media outlets as quickly as possible.

Under extreme conditions, if it is determined that the weather and/or roads are not safely passable, schools will be issued a two-hour delay or be closed entirely. (The La Pine and South County areas may operate on a separate schedule). If schools are closed, all after-school activities will generally be cancelled. If schools are delayed 2 hours, morning kindergarten classes will be cancelled.

Should schools need to be closed during the day after students have been picked up and transported, the closure will be communicated through the various media and parents will be notified. Students will not be transported home without parent notification and contact.

Additional information and/or specific answers to questions may be obtained by calling the inclement weather line at 541.323.SNOW (7669), or by accessing the District website at [www.bend.k12.or.us](http://www.bend.k12.or.us).

**2. PROCEDURE FOR DETERMINING DISTRICT ROAD CONDITIONS AND RECOMMENDATION OF SCHOOL CLOSURE**

- a. Weather conditions shall be monitored the night before an anticipated storm.
- b. The Transportation Supervisor will drive the Bend area early in the morning. The La Pine Transportation Operations Manager will drive the La Pine area.

- c. The La Pine Transportation Operations Manager will contact the South County Chief Academic Officer prior to making a South County recommendation.
- d. Approximately 30-45 minutes before informing the Deputy Superintendent, the Transportation Supervisor will call the following:
1. Oregon Department of Transportation
  2. Local Police and Sheriff Departments, as necessary
  3. La Pine Transportation Operations Manager
  4. Consult with District Maintenance personnel
  5. Consult with Redmond School District Transportation Supervisor
  6. Other district personnel, as necessary
- e. The Transportation Supervisor and the La Pine Transportation Operations Manager shall communicate their recommendations to the Deputy Superintendent (close, delayed start, open, etc.). The Deputy Superintendent will confirm their recommendations and consult with the Superintendent for a final decision (La Pine area decisions will involve the South County Chief Academic Officer).
- f. If the decision is to close or delay starting, the District will implement the chain of communication (decision usually by 5:30 a.m.).
- g. If a delayed start is implemented, the Transportation Supervisor will monitor the condition for the next 30 minutes for any change. Only if the condition dramatically changes will a recommendation to close the District be forwarded.

DATED: 6/9/87  
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