North Clackamas Schools

Teresa Neff-Webster
Chief of Operations

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Dear Administrators,

As we approach the winter season and the potential for inclement weather and school closures, I want to reiterate our processes and expectations for administrators during these times.

In the event of a weather-related closure, each school or unit must designate a primary staff member, typically an administrator, and a backup to report to the site when it is safe to do so. To facilitate this process, Amanda Wall & Sharmae Carlisile sent an email on October 27. Please review and confirm information is correct in the Inclement Weather Site Contacts by November 4, 2026, to confirm the designated personnel for each site.

Upon arrival, the administrator (or designee) should be prepared to:

- Address any student or parent needs, including responding to phone inquiries and handling any students who may be dropped off at the site.
- Inspect the building for any potential issues and address them as necessary.
- Attend to any school or classroom pets.

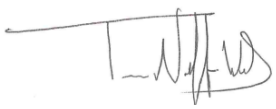
The administrator (or designee) should remain on-site as long as conditions allow, considering both road safety and the need to travel home.

Notifications of school closures will be sent through ParentSquare no later than 6:00 AM, followed by an all-staff email to the all_sub list and a message via ParentSquare. The district communications team will send this message via ParentSquare to students' families in the family's preferred language. Please refrain from sending separate school closure messages to your families, as this could delay the automated notification process.

Please review the Weather Expectations for Staff documentation provided by Human Resources and ensure team members have access as well. Head custodians and specific specialized district office staff will report to their sites on closure days as directed by their supervisors while considering safety and road conditions.

If you have any questions, please reach out to your direct supervisor. Below is a quick summary of responsibilities for both school sites and the district. Thank you for your commitment to ensuring a safe and responsive environment during adverse weather events.

Sincerely,



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Responsibilities

District Responsibilities

- **Superintendent's Office**: Decides on closures/delays and initiates an automated ParentSquare message to all administrators and staff.
- **Communications Team**: Sends messages via ParentSquare to staff and families (in each family's preferred language) and updates families as needed throughout the day. Also updates the website, FlashAlert regional notification system, phone hotlines, and social media as needed.
- **Community Services:** Connects with all renters with reservations in Facilitron for space use in order to communicate closure. Communicates with Facilitron to refund accounts if appropriate and block out time during the closure.

School Responsibilities

- **Head Custodian or Backup**: Reports to inspect for weather-related damage, check heating systems, and clear ice/snow from walkways as appropriate.
- **Administrator or Designee**: Reports to respond to phone calls, address students dropped off, etc.
- **On-Site Duration**: Stays on-site as needed based on supervisor's guidance and safe travel conditions.