



MACON COUNTY SCHOOLS

In the Best Interest of Students

INCLEMENT WEATHER STAFF GUIDE

The safety of the students and staff is a top priority of the Macon County Board of Education. Although work schedule changes due to inclement weather conditions are herein established, the Board recognizes that during inclement weather conditions each employee must decide safety issues in relation to his or her particular circumstances. The Board encourages individual employees to exercise good judgment regarding the various work options available to them during inclement weather conditions.

Based on information provided by staff, law enforcement, emergency services personnel, etc., the Superintendent will determine any work schedule and or operational changes necessary due to inclement weather.

When the Superintendent determines that hazardous conditions are a threat to the safe transportation and accommodation of students and staff, and that schedules should be altered, the decision will be conveyed in a timely fashion through the appropriate means of communication, including telephone systems, emergency alert procedures and local media stations.

If inclement weather is threatening the safe operation of schools during the day, Principals should monitor media stations, the system-wide emergency alert systems and electronic communications from the central office. In the event the Superintendent authorizes a shorter school day due to weather conditions, Principals should periodically review with staff the inclement weather procedures.

Option A: School is closed to students and the day is designated as an Optional Workday for ALL personnel.

Central Services staff will report on a two-hour delay with a 30-minute lunch.

Maintenance Department, building level custodians, and Transportation Department staff are expected to make a reasonable effort to meet the regularly assigned work schedule, or as directed by their immediate supervisor.

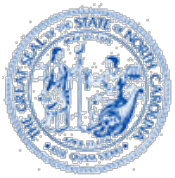
Building level staff will report on a two-hour delay with 30 minutes for lunch, provided that the school principals and any essential staff, as the principal designates, will work a schedule to assure that students, staff, and parents are properly informed of the school schedule change. The building level administrator(s) will monitor, evaluate, and respond to any facility needs, (i.e. power outages, damages to school, readiness for the next school day, etc.)

On an Optional Workday, the following options are available also:

- Report to work
- Take accumulated annual (vacation) leave
- Take accumulated personal leave, if available (teachers only)
- Use compensatory time already accumulated or request compensatory time; **this is only available if no available earned leave and immediate supervisor approves)**
- Make up the time missed on days designated by the Superintendent.

Option B: School is closed to students and building level staff. Central services staff, principals and 11 and 12-month personnel should report to work.

A make-up day shall be scheduled for students. Building Level staff shall work on the designated make-up day. Unless otherwise announced, the central services staff, principals, and other 11 and 12-month local school staff will work on a two-hour delay with 30 minutes for lunch, provided that facility conditions permit the comfortable accommodation of the local school staff.



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If facility conditions exist that make it unwise for other 11 and 12-month building level staff to report to work, the principal, and any essential staff, as the principal deems necessary, will work a schedule to assure that students, staff, and parents are properly informed of the school schedule change.

Employee options as identified in **Option A** shall apply.

Option C: School is closed for students and all personnel.

No one reports to work except essential central service transportation and maintenance employees as directed by the Superintendent.

- Employees will have the following options at a later date:
- Take accumulated annual (vacation) leave
- Take personal leave, if available (teachers only)
- Take leave without pay
- Take accumulated compensatory time or request compensatory time; **(only available if no available earned leave and immediate supervisor approves)**
- Make up time on days designated by the Superintendent.

Option D: School opening is delayed one/two hours.

When the Superintendent determines that the school openings should be delayed due to inclement weather conditions, the day for students will begin two hours later than the normal school schedule. This delayed opening will be announced to staff and the public through the media and also to principals through a telephone call system. Principals will in turn initiate telephone call system to their employees.

Principals, essential 11 and 12-month building level staff, maintenance department and transportation department will report as needed to assure the readiness of the school facility for students and staff. Other local school employees will report at least 15 minutes before the delayed arrival of students.

Normal dismissal time will be in effect. Breakfast will be served on two-hour delays and lunch will be served on early dismissal.

Option E: School is closed early for students.

When a decision is made to dismiss school early, principals and other staff will be notified through emergency alert procedures. An emergency media announcement will also be made to area media stations requiring that an announcement be made concerning early dismissal.

Employees may also be dismissed early; however, the principal shall maintain sufficient staff at the school to handle the supervision of children and until all buses have completed their routes.

Bus drivers will follow regular routes on that day unless notified otherwise by the principal and transportation officials. In the event of emergencies, the driver should call the principal or Director of Transportation immediately.

The central services staff will be released at the discretion of the Superintendent or his/her designee.



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Reminders

If Sick Leave is used instead of Annual Leave for an inclement weather day, it must be in accordance with the Public Schools of North Carolina Benefits and Employment Policy Manual.

When Annual Leave is used on an optional Teacher Workday, the teacher or 10-month employee must have an annual leave balance in excess of the number of designated annual leave days remaining in the school calendar.

School Events Announcements on Inclement Weather Days: All activities will be cancelled if school is closed for students or schools are closed early. Check with the school principal about school events when schools are delayed for students.

A "No Day" means that the inclement weather day will be added at the end of the school year. It does not swap a holiday or annual leave day that is already in the calendar

**Our students and employees' safety is always our
NUMBER 1 priority and focus.**