

## EMERGENCY CLOSINGS

It shall be the policy of the Board that schools are open for scheduled instruction unless a condition exists which may endanger the life or welfare of the students or staff.

Schools may be closed by proper authorities because of inclement weather, or any other calamitous cause over which the Board has no control.

The Superintendent, or his/her designee(s), in the absence of the Superintendent, shall have authority to close any or all schools within the county in accordance with the provisions of this policy and West Virginia law.

### PROCEDURES FOR INCLEMENT WEATHER

The Transportation Director shall gather information about weather and road conditions from the Department of Highways, bus drivers, principals, and others as he sees fit. Where dangerous road conditions arise during the night, the Superintendent, or in his/her absence the designee(s) shall make the decision to exercise one of the following options.

1. Close schools for the day.
2. Delay the opening of school for two hours.
3. Operate school as usual.

If school is to be closed or delayed, an announcement will be made on radio and TV stations that serve Hardy County, and other appropriate means of communication.

Bus drivers shall not make a run or part of a run if the bus driver feels it would be unsafe to do so. In cases where a specific bus run or part of a run is not being made, even though schools generally are open, it shall be the responsibility of the bus driver to notify the parents of the students affected and the Transportation Director as soon as possible.

### EMPLOYEE WORK SCHEDULE - SCHOOLS CLOSED / DELAYED

Weather conditions make travel difficult or schools closed for other reasons: Custodial and Maintenance employees report on regular schedule. Central Office employees, Principals, and Secretaries, may, depending on conditions, be directed by the Superintendent to report on regular or alternate work schedule.

Weather conditions make travel or dangerous: Custodial and Maintenance employees report on regular schedule if they can do so safely. Central Office, Principals, and Secretaries may be directed by the Superintendent to:

1. report to work;
2. work an alternate schedule;
3. use non-work days (liberal leave) if they desire; or

4. not to report.

When schools are delayed for 2 hours: Custodial and Maintenance personnel are to report on regular schedule. Central office employees, Principals, and Secretaries may be directed by the Superintendent to report on regular or delayed schedule, depending on the weather conditions or cause for delay. All other employees (i.e. teachers, cooks) are to report 1½ hour late.

When schools are dismissed early: Custodial and Maintenance employees work their regular schedule. Principals and Secretaries, work until buses have completed their runs (approximately 60 minutes). Those employees who have late bus duty or other duty that would require them to remain in school shall be dismissed when the duty is complete. All other employees are dismissed when schools are dismissed. Central Office personnel may be directed by the Superintendent to be dismissed early depending on the weather conditions or cause for the dismissal.

Additional Consideration:

Faculty Senate meetings on days schools are closed due to inclement weather or other: If time for a Faculty Senate meeting is scheduled for a day in which schools are closed due to inclement weather or other causes, the Faculty Senate may meet as regularly scheduled or may be rescheduled at another time at the discretion of the Faculty Senate Chair. However, makeup time will not be rescheduled in the school calendar for the Faculty Senate day missed.

Liberal Leave: Permits employees on extended contracts to utilize a "non-work" day. Approval of the immediate supervisor shall still be required.

Alternate work schedules: In the event of prolonged school or Central Office closing due to disasters or other emergency conditions, personnel may be requested to perform employment related tasks. Alternate sites may be utilized.

Extracurricular Activities: When schools are closed all co-curricular and extracurricular activities, including, but not limited to, athletic contests and practices scheduled for that day and evening are canceled. The Superintendent, upon the recommendation of the school principal, shall have authority to approve exceptions to this provision in circumstances where conditions permit safe travel and occupancy of facilities.

SOURCE: Board of Education Minutes

DATE: August 20, 1979–August 16, 1993–June 9, 1997–December 11, 2000–June 9, 2003

LEGAL REFERENCE: West Virginia Code §18-4-10 - §18A-5-2