

SCHOOL OPERATIONS/WORK SCHEDULES DURING INCLEMENT WEATHER CONDITIONS

The safety of students and staff is a top priority of the Cumberland County Board of Education. Although work schedule changes due to inclement weather conditions are hereby established, the Board recognizes that during inclement weather conditions, each employee must decide safety issues in relation to his/her particular circumstances. With this in mind, 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 weather conditions threaten the safe transportation and accommodation of students and staff and that school operations and schedules should be altered, the Superintendent's decisions will be conveyed in a timely fashion to staff through the most appropriate means of communication, including telephone systems, system-wide emergency alert systems and local media stations.

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

School Operations/Work Schedules

Option A: When School is Closed to Students and the Day is Designated as a Workday for ALL personnel:

Central Services staff will report two hours later than normal and leave one hour earlier than normal with a 30 minute lunch.

Maintenance Department, Technology, and Transportation Department staff who are on 24-hour call are expected to make a reasonable effort to meet the regularly assigned work schedule, or as directed by Associate Superintendent of Auxiliary Services.

Local School Staff will work from 10:00 AM to 4:00 PM 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 and monitor, evaluate, and respond to any facility needs (i.e. power outages, children arriving at school, damages to school, readiness for the next school day, etc.)

Even on a day that employees have the option to report for a workday, but pupils are not required to attend school due to inclement weather, employees have the following options:

- report to work
- take accumulated annual (vacation) leave
- take accumulated personal leave, if available (teachers only)
- take leave without pay
- use compensatory time already accumulated; or

- make up the time missed.

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor and within the employment period for the employee.

When the schools are closed to staff and students due to inclement weather, the board will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

Option B: When School is Closed for Students and Local School Staffs and the Day is a Workday for Central Services, Principals, and 12 months Local School Staff

A make up day shall be scheduled for students and these employees and these employees shall work on the scheduled make up day. Unless otherwise announced, the Central Services Staff, Principals, and other 12 months Local School Staff will work from 10:00 AM - 4:00 PM with 30 minutes for lunch, provided that facility conditions permit the comfortable accommodation of the local schools staff (i.e. heat and electricity).

If facility conditions exist that make it unwise for other 12 months local school 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 and monitor, evaluate, and respond to any facility needs (i.e. power outages, children arriving at school, damages to school, readiness for the next school day, etc.)

Employee options as identified in Option A above shall apply.

Option C: When School Opening is Delayed

When the Superintendent determines that the school openings should be delayed due to inclement weather conditions, the day for students will begin *one or 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 system. Principals will in turn initiate a telephone call system to their employees.

Principals, and any essential 12 months local school staff, will report as needed to assure the readiness of the school facility for students and staff and necessary communications with staff and parents. Other local school employees will report at least 15 minutes before the delayed arrival of students and remain at the school at least 15 minutes after students are dismissed or as scheduled by the school principals. The principal shall maintain sufficient staff at the school to handle supervision of children and emergencies until each student has been safely delivered to their home or to a caregiver.

School will be dismissed at the normal time. Breakfast will not be served on that day. Lunch will be served.

Unless otherwise announced, the Central Services Staff will observe a normal work schedule.

Option D: When School is Closed Early for Students

When the Superintendent decides, in the best interests of the safety of students and staff, that school should be closed early, principals and other staff will be notified by emergency alert communications and/or a telephone call tree to principals. An emergency media announcement will also be made to area media stations, requesting that they announce the early closing immediately.

Principals should refer to student emergency information if there is a question about the supervision of a child.

Employees on that day may also be dismissed early; however, the principal shall maintain sufficient staff at the school to handle supervision of children and emergencies until each student has been safely delivered to their home or to a caregiver.

Unless otherwise announced, the Central Services Staff will observe a normal work schedule.

Bus drivers will follow regular routes on that day unless notified otherwise by the principal or School Bus Transportation officials. If an emergency should occur on a bus route, the driver shall telephone the principal or School Bus Transportation office immediately.

Ref: Adopted by the Cumberland County Board Of Education on July 1, 1985. Editorial change, March 21, 1991. Revised, March 10, 1998. Revised August 8, 2000. Revised May 13, 2003.