

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: E-01

Delay or Closure of Schools and Procedures for Recovering Lost Instructional Time

Individual / Organization: _____

Title: _____

Address: _____

Comment(s) / Suggestion(s)

Please write your comments below in the sections that apply to the policy.

Use additional paper if necessary.

1.0 Purpose

Agree (reason)

Disagree (reason)

This policy is being changed to update policy, to clarify language and to make grammatical changes.		
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2.0 Definitions

Agree (reason)

Disagree (reason)

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3.0 Procedures

Agree (reason)

Disagree (reason)

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General Comments

Agree (reason)

Disagree (reason)

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Return comments **NO LATER THAN July 4, 2018** to:

Dr. Kristal Filipek - Director, Human Resources

Mercer County Schools

1403 Honaker Avenue

Princeton, WV 24740

**DELAY OR CLOSURE OF SCHOOLS
and PROCEDURES
FOR RECOVERING LOST INSTRUCTIONAL TIME**

Recognizing the need to delay or close school due to inclement weather conditions such as ice, snow, extreme temperatures, hurricanes or high water, or in other emergencies, the Board of Education does hereby institute this policy.

2.0 Definitions

2.1 Non-instructional Day – A day within the minimum employment term, excluding holidays and weekends, in which no instruction to students is provided (e.g. (P) Preparation Day, (C) Continuing Education Day, (CD) Curriculum Development Day, (OS) Outside School Environment Day, (OC) Out of Calendar Day, etc.)

2.0 3.0 Procedures for Delay/Closure

- 2.3.1** **If the delay/closure is due to inclement weather,** the Director of Transportation will have the responsibility of gathering the information from the National Weather Service and the West Virginia Department of Highways.
- 2.3.2** When possible, ~~the~~ **a** decision will be made on the evening before school is to be delayed or closed. The decision will be made prior to 6:00 ~~a.m.~~ **A.M.** on the morning ~~that~~ school is to be delayed or closed. If ~~the~~ **a** delay must be changed to closed, the decision will be made before 8:00 ~~a.m.~~ **A.M.**
- 2.3.3** With the advice of proper authorities, a delay schedule will be used. When a delay schedule occurs, school buses will run two (2) hours later, and schools will start two (2) hours later than usual.
- 2.3.4** In the event there is a need for early dismissal, the Director of Transportation in consultation with the proper authorities, will notify the Superintendent and **or Designee** ~~the Assistant Superintendent~~ who have **has** the responsibility for school notifications.
- 2.3.5** Any change to the regular schedule will be announced via rapid call/text system and posted to the Mercer County School website, as well as the WVDE website, **the Mercer County School App, and the Mercer County School Facebook page.** Notification will be sent to local radio and television stations for announcement purposes. If the decision is made before 11:00 ~~p.m.~~ **P.M.** the night

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before, notification will be given to the *Bluefield Daily Telegraph* and *The Register Herald*.

- 2.3.6** The Principal will be expected to check his/her school on days when schools are closed due to inclement weather.
- 2.3.7** If such emergency exists that it becomes necessary to close the entire system including the Central Office, the custodian and principal will not be required to report to their school. Notice of system closing will be made through the channels described in Section 2.5 above.
- 2.3.8** In some instances, school personnel will be required to report to work when schools are closed. They will be notified through channels described in Section 2.5 above.

3.0 Scheduling of OSE Days

- 3.13.9** ~~Every~~ **Every** 240-day custodians ~~will~~ **shall** work all snow days, and ~~will~~ **shall** be compensated for the number of days worked exceeding their 240-day contract.
- 3.3.10** ~~If~~ additional custodians are needed to clear walkways on snow days, additional help will be considered on a case by case basis. Custodians agreeing to work in these instances will be compensated.
- 3.4.11** ~~To insure~~ **ensure** that adequate custodial coverage is present on school days, all custodians other than 240-day custodians, must work on all in-calendar and out-of-calendar days that are converted to instructional days notwithstanding approval of personal leave for illness (sick leave); or approval by supervisor for without cause personal leave.
- 3.5.12** ~~Custodians~~ who have less than a 240-day contract will follow the same school schedule for cancelled and make-up days as professional staff. Days beyond the 200-day term are designated each year prior to July 1. ~~3.1~~
- 3.13** OSE days for all 240-day employees, including 240-day custodians and 230-day Central Office employees, will be scheduled by the superintendent prior to July 1 of each year.

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**4.0 Procedures ~~Procedure for Recovering Instructional Time to~~
~~— Provide Required Number of Instructional Days~~**

- 4.1 To make up all days of instruction lost because of weather or other emergencies, the county shall convert *Out of Calendar (OC) Days*, *Outside School Environment (OSE) Days*, and other non-instructional days as needed, with the exception of *Continuing Education (CE) Days* and the end-of-year *Preparation (P) Day*. These out-of-calendar and non-instructional days will be converted ~~in the order specified and published in the addendum to the annual county calendar~~ **by the Superintendent and are published annually in the school calendar. The Superintendent will determine the order in which the days will be converted. Out of Calendar days included within the traditional Spring Break will not be converted to instructional days until after all non-instructional days (see 2.1) have been converted. Conversion of Out of Calendar days included within the traditional Spring Break will occur prior to extending the academic year beyond the last scheduled day for students.**
- 4.2 To compensate for delayed openings and early dismissals that result from weather and other emergencies, the county will draw from the balance of accrued time jointly held by all schools. Should jointly-held time prove insufficient for this purpose, the county will provide one instructional day for every three (3) two-hour delays, early dismissals, or combination of the two using non-instructional days or Out-of-Calendar Days as specified and published in the addendum to the annual county calendar.
- 4.3 After converting all days included in Sections 4.1 and 4.2 above, the county will convert, as needed, Out of Calendar days after the last scheduled day for students. After the required 180 days of instruction have been met, teachers will report for a Preparation (P) Day for the closing of school.

5.0 Severability

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If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§~~16-9A-4, 16-9A-9,~~
~~17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq.,~~ 18-5-1,
~~18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15,~~
~~61-7-2, and 61-7-11a.~~

Source: Board of Education Minutes

Date(s): 11/17/80, 4/23/96, 6/27/00, 11/25/03, 12/23/08, 3/25/14