

MASON COUNTY SCHOOLS INCLEMENT WEATHER PLAN 2018/2019

Mason County Schools will utilize a color code system when delaying or closing schools. Below are the codes that will be announced via our calling system, app, social media, and major media outlets.

CODE GREEN: Students and staff report to school based on the number of hours school is delayed for the day. Delays can be one, two or three hours. Maintenance, Mechanics, and Custodians report at the regular time and leave the number of hours early based on the delay for the day. Day Custodians will check the buildings upon arrival, report status to Maintenance and remove snow from all walkways and entrances to the building. Evening/Night Custodians will report on time and leave early based on the delay.

CODE RED: **Students do not report.**

Mason County Board of Education has increased the length of the instructional day as defined by WV Code 18-5-45 by a minimum of thirty minutes per day over the required minutes of instruction. The Board will apply up to five days of this **equivalent time** to canceled days due to necessary school closures. Instructional days lost and coded as **equivalent time** will not be rescheduled in the school calendar.

Mason County Board of Education also has an approved policy by the West Virginia Board of Education for this year concerning **non-traditional instructional days (NTI Days)**. This policy addresses days where instruction is not provided within the school facility. Districts with approved policies may utilize up to five days of non-traditional instruction. Packets will be sent home with students, and staff will be available from 10:00 am to 2:00 pm to provide support for students. Depending on the conditions, staff may or may not report. If conditions prevent staff from reporting to work, they will still be available to students from 10:00 am to 2:00 pm through email, LiveGrades, or other forms of communication. NTI days will not be rescheduled in the school calendar.

West Virginia and Mason County Board of Education calendar policies require six **Outside School Environment Days (OS)** be placed in the school calendar. The **OS** days listed on the school calendar will be used once the five equivalent time days and the five NTI days are used. The days missed during this time frame will be rescheduled by exchanging the canceled day with an available **OS** day built into the school calendar.

When school is canceled, staff will need to listen to the announcement to determine if they need to report to work. If the staff is off, Maintenance **may** be asked to report, to remove snow. Certain Central Office service personnel/maintenance workers with **prior authorization** may be asked to report to work. For service employees that work during this time, they will be compensated with exchange time at x 1.5. The principal or designee will need to check the school building before noon, if the weather is permissible, and report any problems to Maintenance.

Beginning with the seventeenth day of school closure, all 261-day employees report on a 2-hour delay. Maintenance and Mechanics report at the regular time and leave two hours early. The principal or designee will need to check the school building before noon if weather permits and report any problems to Maintenance. If snow needs to be removed on walkways and entrances, the principal will contact custodians to remove snow. **Custodians will leave once the snow is removed.** Custodians will be compensated with Exchange Time x 1.5. Other employees will not report as the day will be rescheduled by exchanging the day with the next available **Out-Of-Calendar Day**. The **Out-Of-Calendar Days** listed at Spring Break are protected. They may be used as a last resort. All employees must fulfill contracted days in their calendar. In the event school is in session any employee unable to report for duty must place an absence in the SmartFind System.

