

## SCS INCLEMENT WEATHER PROCEDURES 2019-20

The safety of our students and staff is our primary concern. **Please use your best judgment in applying the following procedures. Always err on the side of safety.** Remember employees; you must notify your supervisor if you cannot come to work.

School Messenger messages for delay and closing will be sent no later than 5:00 a.m. Information will also be posted on the main page of the SCS website, the district’s social media pages and local TV and radio stations will be notified. **The most reliable place to check on closing is our website:**

<http://www.stanlycountyschools.org> and on the district’s social media pages including Facebook and Twitter. Other sources are WSOC 9, WBTV 3, WCNC 6 NBC, NEWS 14, WSPC 1010AM and WZKY 1580 AM.

**For Early College and Career and College Promise students:** Stanly Community College class cancellations are determined and announced by Stanly Community College (not Stanly County Schools). Therefore, high school students taking college classes via Stanly Community College must follow the announcements made by SCC on their website.

Inclement Weather Call:	Students:	Staff:
1. CLOSED	*School is closed for all students.  *All athletic events and other after school activities are cancelled.	* 10, 11, and 12 month <b>CERTIFIED STAFF</b> will be charged an annual leave day.  *10, 11, and 12 month <b>CLASSIFIED STAFF</b> will be charged comp-time if available OR an annual leave day.  *Exceptions (ex. school head Custodian, Maintenance, Transportation) must be communicated by Administration.
2. CLOSED with an OPTIONAL TEACHER WORKDAY	*School is closed for all students.  *All athletic events and other after school activities are cancelled.	* All 10, 11, and 12 month <b>CERTIFIED</b> and <b>CLASSIFIED</b> staff will be expected to report to work as usual if they feel safe to do so OR use appropriate leave options.
3. CLOSED with an OPTIONAL TEACHER WORKDAY with DELAY	*School is closed for all students.  * All athletic events and other after school activities are cancelled.	*All 10, 11, and 12 month <b>CERTIFIED</b> and <b>CLASSIFIED</b> staff will be expected to report to work as usual if they feel safe to do so within <b>3 hours</b> .

		<p>*All other staff with shifts that begin after the delay should report with caution at regular time OR use appropriate leave options for missed or reduced shifts.</p>
<p>4. DELAYED by ONE HOUR for STUDENTS and STAFF</p>	<p>*School will open ONE hour later.</p>	<p>* Maintenance, Transportation, and Child Nutrition staff are expected to report at the regular time with caution.</p> <p>*All other staff will be expected to report with caution within ONE hour of their regular start time or use appropriate leave for missed OR reduced shifts.</p> <p>*All staff with shifts that begin after the delay should report with caution at regular time.</p>
<p>5. DELAYED for TWO HOURS for STUDENTS and STAFF</p>	<p>*School will open TWO hours later.</p>	<p>* Maintenance, Transportation, and Child Nutrition staff are expected to report at the regular time with caution.</p> <p>* All other staff will be expected to report with caution within TWO hours of their regular shift start time OR use appropriate leave for missed or reduced shifts.</p> <p>*All staff with shifts that begin after the delay should report with caution at regular time.</p>
<p>6. DELAYED by THREE HOURS for STUDENTS and STAFF</p>	<p>*School will open THREE hours later.</p>	<p>* Maintenance, Transportation, and Child Nutrition staff are expected to report at the regular time with caution.</p> <p>* All other staff will be expected to report with caution within THREE hours of their regular shift start time OR use appropriate leave for missed or reduced shifts.</p>

		*All staff with shifts that begin after the delay should report with caution at regular time.
7. DELAYED by ONE HOUR for STUDENTS ONLY	*School will open ONE hour later.	*All staff will be expected to report at their regular shift start time with caution OR use appropriate leave for missed or reduced shifts.
8. DELAYED by TWO HOURS for STUDENTS ONLY	*School will open TWO hours later.	*All staff will be expected to report at their regular shift start time with caution OR use appropriate leave for missed or reduced shifts.
9. DELAYED by THREE HOURS for STUDENTS ONLY	*School will open THREE hours later.	*All staff will be expected to report at their regular shift start time with caution OR use appropriate leave for missed or reduced shifts.
10. UNSCHEDULED EARLY DISMISSAL	*Car riders should be picked up immediately.  *Bus riders will be taken home early.  *All athletic events and other after school activities are cancelled.	*School staff may NOT leave any students unattended.  *Building Administrators will advise staff.

**\*Dual employees please work with immediate supervisor on report times.**

- ❖ On days that employees have the option to report for a workday, but students are not required to attend school due to inclement weather, employees have the following options:
  - Report to work:
  - Take accumulated annual (vacation) leave; (half/whole day increments)
  - Take accumulated personal leave, if available (teachers only); (half/whole day increments)
  - Use compensatory leave already accumulated; (hour increments only)
  - Make up the time missed as directed/approved by central administration\*; or
  - Take leave without pay

*\*If any employee elects to make up time, it should be made up within the same workweek when possible. The workweek begins at 12:01 a.m. on Sunday and ends at 11:59 p.m. on Saturday. If the time missed due to inclement weather is not made up during the same workweek, **classified staff** can make arrangements with their immediate supervisor to extent their day or may use comp time or annual leave. For 10-month employees, time must be made up within the regular 10-month employment.*

- ❖ On days that school is cancelled for students and staff\*\*without a make-up day, certified staff have the option to log hours from home and receive credit for the day. If a certified employee chooses not to work from home on an inclement weather day, (s)he must take annual leave. Any employees that logs hours from home must provide documentation of time worked to their school administrator.

Note: Due to federal Fair Labor Standards Act, the option to work from home is not available to classified employees.

*\*If a make-up date is planned, it will be communicated to staff through School Messenger and emailed the morning of the school cancellation. The option to work from home is only is only for certified staff when inclement weather cancels school for both students and staff without a make-up date. It is NOT available at other times including inclement weather days that are declared optional workdays for staff.*

- ❖ 12-month Employees should work with their supervisor to determine if work attendance is needed on days that school is cancelled for students and staff. Due to potential safety hazards, all other employees should not report to work.

When the school district is closed to staff and students due to inclement weather, the board will consider option for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for students learning.

Legal references: G.S. 115C-84.2, -302.1

# SCS INCLEMENT WEATHER FLOWCHART 2019-20

