

Warren County Schools
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Superintendent Memo

Adm. No. 11

December 15, 2016

(Revision of Supt. Memo, Adm. No. 16, March 14, 2016)

(Revision of Supt. Memo, Adm. No. 15, March 3, 2014)

(Revision of Supt. Memo, Adm. No. 9, January 24, 2011)

ADMINISTRATIVE

TO: All Staff Members
FROM: Ray V. Spain, Ed.D
SUBJECT: Emergency School Closing and Delayed Opening Procedures/Plans

Establishing specific guidelines to follow in case of an emergency is vital in ensuring the safety of students, faculty and staff. A document was developed with the intent to be used system-wide to further assist in the specifications involving inclement weather situations and/or school emergency dismissals and delayed openings.

There are three categories covered in this attachment. The categories included are:

- I – School Closings
- II – Emergency Delayed Openings
- III – Early Dismissals

The procedures and polices provide specific narrative information for all Warren County Schools' employees to follow.

Attachment: Emergency School Closing Procedures and Plans

WARREN COUNTY SCHOOLS

Emergency School Closing Procedures and Plans

Category I

School Closing Plans (Inclement Weather/Other Emergency Situations)

Plan 1: All Day Closing (All Schools and Office Facilities Closed)

Decision Time - By 5:30 A.M.

Who Should Report: No Warren County School Employees

- 1.1 All school activities, day and evening, are canceled. No buses will operate.
- 1.2 Schools, school district offices, and all support offices are closed. No employees shall report to work.
- 1.3 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes, and recreational programs scheduled in school buildings and school grounds.
- 1.4 All 11- and 12-month employees are required to complete *FD-102 Annual Leave Form* or *FD-104 Make-up Day Request Application* within 10 days of the inclement weather day(s). If no form is completed within 10 days, annual leave day(s) will automatically be taken.
- 1.5 Please note that in the event checks were scheduled to be distributed on a day that all offices are closed, checks will not be distributed. They will be distributed the next day offices are open.

Plan 2: All Day Closing (All Schools and Offices Closed)

Decision Time - By 5:30 A.M.

Who Should Report: Superintendent and Assistant Superintendents

Maintenance Personnel and Others as Required by the Superintendent

- 2.1 All school activities, day and evening, are canceled. No buses will operate. Students will not attend.
- 2.2 Schools and school district offices are closed.
- 2.3 Certain administrators and emergency personnel, as designated by the Director of Operations and Maintenance and the Superintendent will report at specified times to perform emergency services. These emergency personnel and report times will have been identified beforehand.
- 2.4 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes, and recreational programs scheduled in school buildings and on school grounds.
- 2.5 All 11- and 12-month employees are required to complete *FD-102 Annual Leave Form* or *FD-104 Make-up Day Request Application* within 10 days of the inclement weather day(s). If no form is completed within 10 days, annual leave day(s) will automatically be taken.
- 2.6 The Superintendent may request some 11- and 12-month employees to report to work. If so, the employee must complete and sign *FD-105* and turn it in to the Superintendent for approval. This form should be completed within 10 days of the day(s) requested to work. The Assistant Superintendents and Maintenance Department staff members do not have to complete this form because they are expected to report to work.
- 2.7 Please note that in the event checks were scheduled to be distributed on a day that all offices are closed, checks will not be distributed. They will be distributed the next day offices are open.

Plan 3: All Day Closing (All Schools Closed)

Decision Time - By 5:30 A.M.

Administrative Report Time - TBA

Who Should Report: Superintendent, Assistant Superintendents and Senior Staff

11- and 12-Month Employees (non-school staff), Central Office Staff and Maintenance Personnel

- 3.1 All school activities, day and evening, are canceled. No buses will operate. Students will not attend.
- 3.2 Liberal leave is in effect. Administrative offices will open at 10:00 A.M.
- 3.3 All administrative staff and service personnel, regardless of contract length, will report to work two hours late. Eleven- and twelve-month employees who are unable to report are required to complete *FD-102 Annual Leave Form* or *FD-104 Make-up Day Request Application* within 10 days of the inclement weather day(s). If no form is completed within 10 days, annual leave day(s) will automatically be taken.
- 3.4 Eleven- and twelve-month service personnel who do not report to work due to inclement weather, but have exhausted their annual leave days must complete *FD-104 Make-up Day Request Application* within 10 days of the inclement weather day(s). If no form is completed within 10 days, annual leave day(s) will automatically be taken and a negative balance will be shown.
- 3.5 School/central office custodial and maintenance staff shall arrive one hour early to prepare for opening of administrative offices on a two-hour delay.
- 3.6 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes and recreational activities scheduled in school district buildings and on school grounds.
- 3.7 Principals should survey their school building and campus and submit a status report to the superintendent or assistant superintendent by 3:00 P.M.

Plan 4: Optional Teacher Workday (All Day Closing for Students)

Decision Time - By 5:30 A.M

Administrative Report Time – TBA

**Who Should Report: Superintendent
Assistant Superintendents
Senior Staff
11- and 12-Month Employees
Central Office Staff
Maintenance Personnel
Teachers
Teacher Assistants**

- 4.1 All school activities, day and evening, are canceled. No buses will operate. Students will not attend.
- 4.2 Liberal leave is in effect. Administrative offices will open at 10:00 A.M.
- 4.3 All administrative staff and service personnel, regardless of contract length, will report to work two hours late. Eleven- and twelve-month employees who are unable to report are required to complete FD-102 Annual Leave Form or FD-104 Make-up Day Request Application within 10 days of the inclement weather day(s). If no form is completed within 10 days, annual leave day(s) will automatically be taken.
- 4.4 Eleven- and twelve-month service personnel who do not report to work due to inclement weather, but have exhausted their annual leave days must complete FD-104 Make-up Day Request Application within 10 days of the inclement weather day(s). IF no form is completed within 10 days, annual leave day(s) will automatically be taken and a negative balance will be shown.
- 4.5 School/central office custodial and maintenance staff shall arrive one hour early to prepare for opening of administrative offices on a two-hour delay.
- 4.6 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes and recreational activities scheduled in school district buildings and on school grounds.
- 4.7 School staff members (teachers and teacher assistants) are expected to work from 10:00 A.M. until 4:00 P.M. Custodians and other maintenance personnel are required to work from 9 A.M. until 4:00 P.M.
- 4.8 Principals should survey their school building and campus and submit a status report to the superintendent or assistant superintendent by 3:00 P.M.

Category II

EMERGENCY DELAYED OPENING

Plan 5: Late Opening – 10:00 A.M.

Decision Time - By 5:30 A.M.

Who Should Report – All Warren County School employees

School/Central Office Custodial & Maintenance Staff Report Time – 8:30 A.M.

Staff/Administrators Report Time – 9:00 A.M.

- 5.1 On delayed opening days, all administrative staff and all service personnel are to make every reasonable effort to arrive at work one hour later than the usual reporting time.
- 5.2 School/central office custodial and maintenance staff shall arrive prior to the arrival of other administrative and service staff.
- 5.3 Lunch will be served.
- 5.4 Dismissal will be at regular times.

Category III

EMERGENCY EARLY DISMISSAL

Plan 6: Early Closing -1 Hour Early (1)

Decision Time - By 11:30 A.M.

Closing Schedule - 2:00 P.M. All schools

- 6.1 All teachers, other instructional staff and all service personnel MAY be dismissed by the principal only after all students have safely departed school property. Administrative staff will remain on regular hours unless specifically dismissed by announcement from the Superintendent's Office, or if conditions warrant as evaluated by the principal and the Superintendent's Office is notified. Principals may use their judgment as to when their staff will be dismissed.
- 6.2 School offices will be staffed until that school's buses complete their runs.
- 6.3 Certain administrators and service personnel, as designated by their supervisor, will remain to perform essential services.
- 6.4 Field trips and athletic trips are canceled. No trips will depart after the closing announcement.
- 6.5 Lunch will be served. Alternate schedules will be instituted to complete lunch before dismissal.
- 6.6 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes, and recreational programs scheduled in school buildings and on school grounds.

Plan 7: Early Closing -Two Hours Early (2)

Decision Time - By 10:30 A.M.

Closing Schedule 1:00 P.M. All schools

- 7.1 All teachers, other instructional staff and service personnel MAY be dismissed by the principal only after all students have safely departed school property. Administrative staff will remain on regular hours unless specifically dismissed by announcement from the Superintendent's Office or if conditions warrant as evaluated by the principal and Superintendent's Office is notified. Principals may use their judgment as to when segments of their staff will be dismissed.
- 7.2 School offices will be staffed until that school's buses complete their runs.
- 7.3 Certain administrators and service personnel, as designated by their supervisor, will remain to perform essential services.
- 7.4 Field trips and athletic trips are canceled. No trips will depart after the closing announcement. Recall efforts for field trips will be initiated.
- 7.5 All non-school activities, day and evening, are canceled including afterschool care programs, adult education, college classes, and recreational programs scheduled in school buildings and on school grounds.

~~~ NOTES ~~~

- ***Incident weather announcements are released through the following local media outlets: WRAL-TV, WTVD-TV, News 14 Carolina, WARR Radio Station and News Radio 680 WPTF.***
- ***Employees should check with at least two different media sources before reacting to a weather advisory/emergency announcement.***
- ***Frequently check the Warren County Schools website for emergency school closings, delays and early dismissal notifications.***
- ***All employees, students and parents will receive an automatic voice message through Blackboard Connect Ed system pertaining to closings, delays or early dismissals.***
- ***Administrative Staff: superintendents, principals, directors, supervisors, assistant principals and administrative assistants (Central Office)***
- ***Support Staff: administrative assistants (school-based), clerical, custodians, social workers, nurses, counselor and media coordinators***
- ***Instructional Staff: teachers and teacher assistants***
- ***Service Staff: maintenance, transportation and food service***