

**Series 1000 – School District Organization and Operations**

**Section 1100 – School District Organization**

**Policy 1102 - Emergency Closing Of Schools**

- 1102.1** Scheduled classes for Harrison County Schools will not be cancelled unless the safety, health, or well-being of the students is threatened by inclement weather or a serious emergency.
- 1102.2** The superintendent is authorized to announce a two-hour delay or three-hour delay in the opening of schools; or to announce that school will be in session, but with limited bus runs; or to announce the emergency closing of county schools for the day. Parents should use their own discretion concerning sending or taking children to school. If a parent chooses to keep a child home, an excused absence shall be indicated for the child's daily attendance if a note is brought to school indicating adverse weather conditions. Schools shall not penalize students by reducing grades, but shall provide the opportunity for work missed to be made up.
- 1102.3** Public announcements and releases to the news media and on the board's website shall be made by the superintendent or his/her designee as soon as possible. Due to temperature changes, availability of salt and/or abrasive road materials and/or work accomplished by the highway department, decisions cannot always be made the night before. In such instances the news media, parent notification system and website will announce a closing or delay at/or prior to 6:00 a.m. with updates as necessary. When a delay is called and a cancellation becomes necessary for that day, notification to cancel school will be made by 7:00 a.m. Schools are responsible for encouraging parents and students to always listen to news broadcasts and to check websites for a possible delay in school opening or cancellation of school. If no announcement is made, school will be in session.
- 1102.4** The following work schedule will be followed on days of emergency closing: All county level personnel in the superintendent's office, maintenance office and transportation office shall maintain regular schedules, irrespective of school closings. When schools are cancelled countywide, the 250-day custodians, high school principals and maintenance personnel shall report to work as usual. All other school principals are required to check their buildings. Bus drivers are required to inspect and maintain buses daily irrespective of school closings.
- 1102.5** On days of emergency closing due to snow, icy conditions, or emergency situations, all extracurricular activities and evening activities at schools shall be cancelled. After the second consecutive cancellation day, it may be permissible to hold practices if the principal deems it necessary, upon approval by the superintendent. However, under no circumstances would students be required to attend should the practice be allowed. This policy provision does not apply to those events (regional and sectional tournaments, etc.)

which are scheduled by the WVSSAC.

- 1102.6** The following work schedule will be followed on days of two-hour delays. School openings will be delayed two (2) hours. All students will observe the two (2) hour delay. All employees will report to work on a one hour delay from their regular report time, unless otherwise directed by the superintendent. If a two-hour delay is called, 200-day employees shall not report before 7:30 a.m. unless directed by the Superintendent or designee. Principals shall adjust their respective school schedules to accommodate the two (2) hour delay. Dismissals at the end of the day will be at the regular time.
- 1102.7** The following work schedule will be followed on days of three-hour delays. School openings will be delayed three (3) hours. All students will observe the three (3) hour delay. All employees will report to work one 2 hours later than their regular time, unless otherwise directed by the superintendent. If a three-hour delay is called, 200-day employees shall not report before 8:00 a.m. Principals shall adjust their respective school schedules to accommodate the three (3) hour delay. Dismissals at the end of the day will be at the regular time.
- 1102.8** United Technical Center, United High School and Gifted buses will make all morning runs observing the 2-hour delay. United Technical Center, Alternative Learning Center and Gifted bus runs will be on their regular afternoon schedule.
- 1102.9** The superintendent reserves the right to assign employees to work on a day on which school is closed, not to exceed the employee's contracted days of employment. When such assignment is made, personnel who would otherwise not report for work shall be scheduled for a 9:00 a.m. to 3:00 p.m. workday at their respective schools, work site, or alternate site, as determined by the superintendent.

Approved by Harrison County Board of Education

Effective Date: September 30, 2002

Revised: January 11, 2011, May 21, 2012, June 22, 2015; April 5, 2016; public comment period May 9 to June 7, 2018; June 5, 2018