

INCLEMENT WEATHER PROCEDURES

In the interest of maintaining a sound instructional program and with concern for the health and welfare of the children in its care, the Clinton City Board of Education invests the Superintendent with authority to delay and/or dismiss school on those days when weather conditions become disruptive to the normal operations of the schools.

Employees should use this guide and good judgment to determine their individual course of action. Each staff member must make his or her own responsible decision when weather conditions are hazardous. If no announcement is made, school will be open as usual.

Closing, Delayed Opening, or Early Dismissal Procedures

At the earliest hour that severe weather conditions, including freezing rain, snow, tornadoes, or other hazardous weather, raises the possibility of school closing, delayed opening, or early dismissal, the Superintendent or designee will notify the following:

- (1) TV Stations: WRAL (Channel 5); WTVD (Channel 11); WECT (Channel 6)
- (2) Radio Stations: WCLN (1170 AM and 107.3 FM); WRAL (101.5 FM); WRRZ (880 AM); WZKB (94.3 FM Spanish)
- (3) Central Office Voice System (910-592-3132)
- (4) School Messenger—homes of all enrolled students and Clinton City Schools employees
- (5) Websites: www.clinton.k12.nc.us; www.facebook.com/ccsdarkhorse;
www.twitter.com/ccsdarkhorse

All Clinton City Schools' students and employees will be affected by the decision unless otherwise announced.

Employees and parents may obtain timely information from the appropriate media by ensuring schools have current telephone contact information.

All school activities will be cancelled when school is cancelled because of hazardous weather conditions.

School delays will be announced as one-hour, two-hour, or cancelled. Breakfast will not be served any time school is delayed past one-hour.

Please call 910-592-3132, any time there is a question about a change to the regular school day.

Procedures for Employees

When school is closed due to inclement weather:

- 10- and 11-month employees make up for days missed will be made through rescheduling in the system calendar.
- 12-month employees may choose from the following options:
 - Take annual leave
 - Take leave without pay
 - Make up the time missed at a time approved by their immediate supervisor
 - Report to work from 10:00 AM to 5:00 PM
 - Employee assumes sole responsibility for all risk when making the choice to report to work
 - CCS will not be responsible for accidents that may occur

When school is in session and employees are unable to report for work, all regular leave policies apply.

Child Nutrition employees will be subject to the schedule and make up provisions provided by the Child Nutrition Director.

All schools shall have individual short day schedules to deal with early dismissals and delayed openings. The abbreviated schedule shall provide coverage for all instructional classes.

Delays

An announced school delay applies to all students as well as all employees.

Exception: Essential staff will report as necessary to ensure schools are ready to receive students and staff.

An announced early dismissal will follow the same procedure as the delay. Essential staff will be dismissed by their immediate supervisor based on the weather conditions.

WHEN AN EMPLOYEE IS IN DOUBT WITH REGARD TO THESE PROCEDURES, HE/SHE SHOULD CONTACT THEIR IMMEDIATE SUPERVISOR FOR CLARIFICATION.

Revised: September 7, 2017