



ADMINISTRATIVE GUIDELINES

Emergency Operations

<i>Authority</i>	RCBOE Policy 8220 320
<i>Version history</i>	Drafted January 25, 2018
	Revised December 19, 2019 to reflect new policy numbering

1. If the Superintendent determines it is necessary close a school(s), delay the start of a school(s), or dismiss a school(s) early, in the interest of the health and safety of students and staff members, such shall be communicated with appropriate media and administrative contacts, including the West Virginia Department of Education's online school closings service.
2. School-related activities that are scheduled on days when school is closed or dismissed early may be cancelled at the discretion of the Superintendent or designee. If such activities are cancelled, this shall be communicated by the Superintendent or designee to responsible staff members and appropriate media.
3. If the Superintendent determines that conditions are safe for staff members to report to work, either on regular schedule or on a delay, such shall be communicated to appropriate supervisors and staff. The following shall apply in these situations:
 - a. When the opening of school(s) is delayed by two hours, custodians and school administrators shall report on a one-hour delay, and all other school staff shall report on a two-hour delay. If all schools are delayed, staff who are classified as Central Office personnel by virtue of physical workplace assignment shall report on a one-hour delay. Otherwise, they are to report on regular schedule.
 - b. When a school(s) is closed, school administrators shall report on a two-hour delay, and all other school staff shall not report. If all schools are closed, staff who are classified as Central Office personnel by virtue of physical workplace assignment shall report on a two-hour delay. Otherwise, they are to report on regular schedule.
 - c. Central Office personnel who report on days when all schools are closed may choose up to six days per school year to exchange as OSE days, subject to supervisor approval. These days may not be carried over to a subsequent school year(s).
 - d. Should conditions allow for safe travel, if the school(s) closed have accumulated sufficient accrued instructional time to compensate for the closure without requiring students to report on another day, on up to five days per school year when the school(s) is closed, the Superintendent may require all school staff to report for activities including but not limited to school-level professional meetings, continuing education, and/or instructional planning.
 - e. Any school staff who do not report on a day(s) when such is required must account for this day(s) with the proper use of available personal leave. Those employees with extended contracts may, with the approval of their supervisors, work an additional day(s) in the school year to compensate for this day(s). Such day(s) must be worked

within the same school year as the day(s) on which the employee did not report but was required to do so.