

**MASON COUNTY SCHOOLS INCLEMENT WEATHER PLAN
2015/2016**

Mason County Schools will utilize a color code system when delaying or closing schools. Below are the codes that will be announced via our calling system and major media outlets.

CODE GREEN: Students and staff report to school based on the number of hours school is delayed for the day. **Delays can be one, two or three hours.** Maintenance, mechanics, and custodians report at regular time and leave the number of hours early based on the delay for the day. Day custodians will check the buildings upon arrival, report status to Maintenance and remove snow from all walkways and entrances to the building.

CODE RED: Students do not report.

For the first six days of school closure, employees do not report with the exception of maintenance and certain Central Office service personnel with authorization who will be compensated with exchange time x 1.5. The principal or designee will need to check the school building before noon if weather is permissible and report any problems to maintenance.

Beginning with the seventh day of school closure, all 261 day employees report on a 2 Hour Delay. Maintenance and mechanics report at regular time and leave two hours early. The principal or designee will need to check the school building before noon if weather is permissible and report any problems to maintenance. If snow needs to be removed on walkways and entrances, the principal will contact custodians to remove snow. **Custodians will leave once snow is removed.** Custodians will be compensated with Exchange Time x 1.5.

Other employees do not report as the day will be rescheduled.