

**MASON COUNTY SCHOOLS INCLEMENT WEATHER PLAN
2017/2018**

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.

Mason County Board of Education has increased the length of the instructional day as defined by WV Code 18-5-45 by at least thirty minutes per day over the required minutes of instruction. The Board will apply up to five days of this equivalent time to cancelled days lost due to necessary school closures. The first five days lost will not be rescheduled in the school calendar.

For the first five days, staff will not report except for Maintenance that report to remove snow and certain Central Office service personnel with authorization who will be compensated with exchange time at 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.

Starting with the sixth day to the eleventh day of school closures, employees do not report except for Maintenance to remove snow 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. The days missed during this time frame will be rescheduled by exchanging the day with any available Outside School Environment days built into the School Calendar.

Beginning with the twelfth 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 will not report as the day will be rescheduled by exchanging the day with the next available Out-Of-Calendar Day.

