

The superintendent has flexibility in determining the need for temporarily closing a school, a district, or all schools in the school system because of inclement weather or any other unforeseen occurrence that presents a threat to the safety of students and employees or causes major damage to school property. The superintendent shall notify parents, the news media and other interested parties of a decision to close a school or schools as soon as it is feasible to do so.

DISTRICT CLOSINGS/ALTERNATIVE SCHEDULES DUE TO INCLEMENT WEATHER:

In situations where inclement weather impacts most or all of the school system service area, the superintendent will determine if the entire system should close. There may, however, be occasions when the superintendent determines that circumstances warrant the opening and closing of schools on a district by district basis. Typically, if more than two districts are closed, the entire school system will close.

Typically, A.C. Reynolds and T.C. Roberson districts open and close simultaneously due to combined attendance at Cane Creek Middle. If circumstances warrant, however, the superintendent may approve an alternate plan to allow the two districts to close separately so long as students at Cane Creek Middle School receive an equal amount of instructional time.

The following alternative schools will align with their respective districts regarding openings and closings:

- Community High School and Owen Middle Therapeutic Classroom (Owen)
- Oasis Program @ Woodfin (Erwin)
- Progressive Education Program (T.C. Roberson)
- Buncombe County Early and Middle Colleges (AB-Tech Community College)
- Nesbitt Discovery Academy (Erwin)

If a school district is closed, it will be closed to all students who reside in that district, including those commuting to Community High School (CHS), Progressive Education Program (PEP), Nesbitt Discovery Academy and therapeutic classrooms at Woodfin, Owen Middle School and CHS.

Specific to Early/Middle College, students will not report to school if either their home school is closed and/or A.B. Tech. Community College is closed.

MAKE UP DAYS: Unless testing or end of semester timing indicates otherwise, student days should be made up as soon as possible. Saturdays may be utilized for student days if necessary.

ALTERNATIVE SCHEDULES:

- **EARLY DISMISSALS:** Closings may occur once the school day has begun. In that event, efforts will be made to announce the dismissal in terms of hour(s) schools will dismiss early. For example, “BCS will dismiss 2 hours early.” This will allow for staggered bus dismissal times.

- **DELAYED OPENINGS:** Most school delays will be for two (2) hours, although the superintendent may determine unusual circumstances warrant delays of other lengths.

EMPLOYEE IMPLICATIONS OF EMERGENCY CLOSURES/ABBREVIATED DAYS:

- **ABBREVIATED WORKDAY:** Non-licensed/classified employees will only be paid for the time actually worked on days when there is a delayed opening or early dismissal. All employees are expected to report at their normal time unless road conditions make traveling unsafe. Employees who will be arriving to work later than their normal start time must communicate this to their principal or supervisor. Where appropriate, time missed may be made up at a time agreed upon by the principal/supervisor.
- **OPTIONAL TEACHER WORKDAY:** On days when school is not in session for students, but it is announced as an optional workday for employees, the following rules apply:
- Employees have the option to take annual leave by logging their absence in Aesop when accrued leave is available instead of reporting to work. Employees are responsible for notifying their principal/supervisor.
- If employees do not have accrued annual leave and are unable to report to work due to unsafe travel condition, employees may make up the day missed on a date mutually agreed upon by the employee and the principal/supervisor. The employee is responsible for informing the principal/supervisor of both the inability to report to work and the request for a makeup day.
- Employees who report to work are subject to the procedures above for **DELAYED OPENINGS**.
- **ANNUAL LEAVE DAY:** All employees, except school administrators, who do not work an 11 or 12 month schedule are required to take annual leave on an announced annual leave day. (Employees required to take an annual leave day include 10 month teachers, clerical assistants, instructional assistants, bus drivers, custodians, child nutrition staff and transportation safety assistants.) School administrators and 11 and 12 month employees may opt to take an annual leave day if accrued leave is available.

Legal References: G.S. 115C-36, -47

Cross References:

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