

# ABSS Student/Staff Inclement Weather Plan

Our district's number one goal is to operate schools as safely and effectively as possible, following the published annual school calendar schedule as closely as possible. When there is inclement weather forecast for Alamance County, ABSS is prepared to make adjustments to schedules as needed which may include announcing a later arrival time, an early dismissal time, possible school closure or a remote learning day.

## Three Options:

- **Closed for all students & staff**
- **Closed for all students, staff workday**
- **Delayed Opening/Early Dismissal**

Making decisions about closing or delaying school and bus transportation schedules when inclement weather is imminent for our community are among the most challenging ones every school district makes. But, we don't make these important safety decisions alone.

ABSS is in close contact with the National Weather Service about their forecast predictions and with local emergency management officials who also monitor the national weather information and North Carolina Office of Emergency Management forecasts about impending weather conditions.

In addition to consulting with weather and emergency management experts, ABSS performs late night and/or early morning visual inspections and assessments of actual road and weather conditions. We gather input from experienced staff with Alamance County Emergency Management, local law enforcement agencies, North Carolina Department of Transportation and Duke Energy. Our experienced ABSS Facilities and Maintenance staff members and our Transportation experts have years of experience and knowledge in identifying potential issues and potential trouble spots.

Assessments are made on road and bridge conditions in addition to inspecting our multiple campus parking lots, sidewalks and steps to determine if we can operate safely and effectively on a regular or modified schedule.

When a schedule change is needed, notifications to families and staff are made as quickly as possible and include automated messaging notifications via phone, email, and text messaging, the ABSS website, and social media posts and alerts shared with multiple TV and radio stations across the region.

## **Closed for Students & Staff**

### **All Staff**

When school is closed for students and staff, buildings are closed and employees should not report to any ABSS building or campus.

### **Certified Employees**

Ten-month staff are required to work 215 days even if a day has been forgiven for students. All other certified staff (10.5, 11, 11.5, and 12-month staff) should work with supervisors to determine how that time should be made up.

### **Classified Employees**

Classified employees may make up time missed due to inclement weather if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed due to inclement weather during the same workweek, classified employees may use comp time or annual leave. Note: Classified employees must not exceed 40 hours a week when electing to make up time missed.

### **Working from Home Option (For Both Certified Employees and Classified Employees)**

For all staff (classified and certified), working from home may be an option if: 1) job responsibilities allow for working from home, and 2) supervisor has approved this option.

When the school system is closed to staff and students due to inclement weather, the board will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

## **Closed for all students, Workday for Staff**

### **ABSS Policy 7550 Absences Due to Inclement Weather**

On a day that employees have the option to report for a workday but pupils are not required to attend school due to inclement weather, employees have the following options:

1. report to work;
2. take accumulated annual (vacation) leave;
3. take accumulated personal leave, if available (teachers only);
4. take leave without pay;
5. use compensatory leave already accumulated;
6. work from home with supervisor approval; or
7. make up the time missed.

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For 10-month employees, it must be within the regular 10-month employment.

Note: Classified employees must not exceed 40 hours a week when electing to make up time missed.

When the school system is closed to staff and students due to inclement weather, the board will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

## **Early Dismissal**

### **Certified Employees**

In the event that school is dismissed early for students, Certified employees will need to make arrangements with their administrator to use flex time or annual leave to compensate for time lost. If conditions allow, administrators may allow staff to work the remainder of the day.

### **Classified Employees**

Twelve-month employees should work with supervisors to determine if work attendance is needed. If conditions allow, administrators may allow staff to work the remainder of the day.

Classified employees may make up time missed if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed during the same workweek, classified employees may use comp time or annual leave.

### **ALL SCHOOL EMPLOYEES**

All staff must remain on site until buses have departed and arrangements have been made for students who have not been picked up.

## **Delayed Opening for Students**

### **ALL SCHOOL EMPLOYEES**

If an employee does not believe they can safely report at the normal time, they should notify their principal/supervisor and will be allowed an opportunity to make up the time.

## **Announcements and Communications to Staff and Families**

If at all possible, a decision to close or delay school is made no later than 5:00 a.m., and the notification process begins, within minutes, in the following order:

- An email is sent to all ABSS email accounts
- Announcement is [posted on the district website](#) and all school websites
- Announcements are posted to [Facebook](#), [Instagram](#) and [Twitter](#)
- Local TV and radio stations are also contacted

**ABSS reserves the right to designate any workday, vacation day or Saturday as a student day (including spring break) as needed for inclement weather makeup.**

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to: Lowell Rogers, Deputy Superintendent, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, NC 27217, 336.570.6060