

## Waynesboro Area School District 23-24 Inclement Weather Closing of School Staff Memo

At times during the school year, it may be necessary to change school schedules because of road conditions due to ice and snow, other inclement weather, or emergencies. If there is no announcement of school closing or early dismissal, staff can automatically assume that schools are open. The procedures listed in this memo will be followed by the Waynesboro Area School District.

During an inclement weather event, the district will issue communications to staff directly via email, text, and phone calls. It will also be posted on the WASD website, app, social media channels, and via local media outlets. In case of inclement weather, one of the following decisions will be made:

### **Closing/Delay of Schools**

When a school closure or delay is necessary, Dr. Sterner-Hine will make all decisions on delays and/or cancellations by 5:00 AM. All calls and district communication should be complete by 5:30 AM. If Dr. Sterner-Hine is out of town, Dr. Dishong or Dr. Holtzman will be responsible for making the decisions. Early dismissals will be coordinated with Franklin County Career & Technology Center and Franklin Learning Center.

### **Two-Hour Delay Protocols**

During a two-hour delay, schools will open two hours later than normal. Buses will delay pick-up times by two hours and will be traveling regular routes two hours later than normal. Afternoon dismissal will be at regular time.

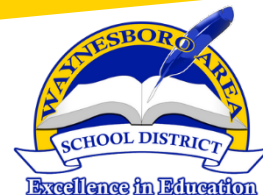
1. When a delay in opening schools is announced, **teachers** are to report to work no later than two (2) hours after their normal report-to-work time to allow for a decision to keep schools open or cancel the day entirely. The decision will be made by 7:00 AM. Please Note: Two-hour delays due to freezing temperatures should not result in teachers arriving two hours later.
2. When a delay in opening schools is announced, **para educators** should adjust their designated hours to correspond to the time students are in school (9:30-2:30-Secondary) (10:50-3:30-Elementary).

**Please note, in some cases where a two-hour delay is announced, a final decision to cancel school for the entire day may be necessary; this decision will be made no later than 7:00 AM.**

### **Early Dismissal**

Road conditions due to accumulations of ice, snow, water, or other emergencies may require dismissing schools earlier than usual. The Superintendent will attempt to make the decision for an early dismissal before 11:00 AM. Staff will be notified by email, text, and BoroBlast. In addition, information regarding early dismissal will be posted on the district website, [www.wasdpa.org](http://www.wasdpa.org), our social media pages (Facebook/Twitter) as well as our WASD app which allows for immediate push notifications. The announcements will include the dismissal times for secondary students (grades 6-12) and elementary schools (grades K-5 inclusive). All after-school activities and evening events/performances will be canceled. Staff will be dismissed as soon as their duties have concluded. Times may vary due to position.

**Please confirm your dismissal time with your principal or direct supervisor.**



## **Snow/Inclement Weather Make-Up Days (2023-24 SY)**

The first two (2) days of in-person instruction will be made up during the pre-set “Make Up Days” as marked on the district's calendar. These Make-Up days will be used for the first two (2) weather impacted school cancellations. Those days are as follows:

December 22, 2023

February 19, 2024

Any remaining weather-related cancellations will become FID Days (Flexible Instruction Days). WASD has been approved by the Pennsylvania Department of Education for five (5) FID days.

### **Flexible Instruction Day (FID) \***

1. Students do not attend in-person instruction.
2. Instruction will be synchronous/asynchronous.
3. FID day procedures will be reviewed with students and shared with families.
4. On a FID day students will receive communication about the day through Google Classroom (elementary), Abre, or Schoology (middle and high school). The communication will describe how to access instructional material, how to log attendance, and how to request assistance for the day.
5. Assignments and activities will be made available to students by 8:30 a.m. on of the Flexible Instructional Day.
6. Students will be considered present for the Flexible Instructional Day upon verification of login status in the LMS (Learning Management System or Google Classroom/Schoology).
7. Students will have two school days to complete the FID activities to receive full credit for grading purposes only.
8. On FID days special ed and regular ed para educators will be assigned students to assist in synchronous/asynchronous learning.
9. Cafeteria staff will not work on FID days.

**\* Prior to the use of WASD FID day, additional information and more specific directives will be provided.**

### **What if more than seven (7) school closures occur?**

If more than seven (7) school days are canceled, the additional days will be made up in-person at the end of the school year.

Thank you for your cooperation and assistance during the inclement weather days of the school year.