

# Inclement Weather Operational Procedures



## Optional Teacher Workday:

### Certified employees:

- Report to work, **OR**
- Use Comp Time, **OR**
- Use Annual Leave, **OR**
- Use Day without pay



### Classified employees:

- Report to work, **OR**
- Use Comp Time, **OR**
- Use Annual Leave, **OR**
- Use Day without pay

*\*When reporting to work, follow the reporting time communicated by the Superintendent*

*\*Certified Comp Time should be used first. It will not be rolled over after this school year.*

## No Day

- School is closed for all 10 month employees. This day will be made up on a designated makeup day (this includes Bus Drivers and Child Nutrition Employees)

### 11 and 12 – Month employees (e.g. Office Staff, Custodians, Data Managers, Principals, Assistant Principals, CO Staff, Maintenance, Bus Garage, etc.)

- Report to work, **OR**
- Use Comp Time, **OR**
- Use Annual Leave, **OR**
- Take the day without pay



*\*When reporting to work, follow the reporting time communicated by the Superintendent*

## Two-Hour Delay

- All Staff- report to work as normal
- Instruction begins two hours past the normal start time

*\*Bus Drivers wait for reassessment of road*

*\*Child Nutrition staff wait until 7:00 a.m. to report to work*

## Early Dismissal

- Students release at the following times:
  - Ashe Early Learning Center- 11:15
  - Elementary Schools- 11:30
  - Ashe County Middle- 12:00
  - Ashe County High School- 12:30
  - Ashe Early College- 12:30

*\*Staff released at normal time unless otherwise designated by the Superintendent*

*\*Dismissal time for students subject to change due to weather*

## Bus and Child Nutrition Employees

### Optional Teacher Workday and Remote Learning

- Day 1- No Day
- Day 2- No Day
- Day 3 and beyond:
  - Use Weather Accrual Days, **OR**
  - Use Comp Time, **OR**
  - Use Annual Leave, **OR**
  - Use Day without pay

## Remote Learning Day

Refer to the [Remote Learning Day Document](#) and [Remote Learning Day Instructional Framework](#) for additional guidance.

### Certified employees:

- Report to work, **OR**
- Teachers who cannot provide direct instruction due to illness take a sick day, **OR**
- Take a day without pay

### Classified employees:

- Report to work, **OR**
- Use Comp Time if applicable, **OR**
- Use Annual Leave if applicable, **OR**
- Take a day without pay

*\*When reporting to work, follow the reporting time communicated by the Superintendent*

### District-Wide Remote Instructional Day:

- 8:00–9:00 Planning
- 9:00 Faculty Meeting
- 10:00–12:00 Instruction
- 12:00–1:00 Lunch
- 1:00–3:00 Instruction
- 3:00–3:30 Office Hours



### Shared Commitment of Instruction for All\*:

- **Direct Instruction**- 30 minutes per subject area
- **Grade-Level Focus**
  - **K–4:** 30 minutes Reading + 30 minutes Math
  - **5–6:** 30 minutes each for Reading, Math, and Social Studies/Science
  - **7–12:** Follow regular block schedule
- **Small Group / Intervention / EC Services**
  - **Provide instruction for 50% of normal service time** (Example: 30-minute service = 15 minutes on remote days)
  - **Grade levels** may be **combined** for students with similar skills
- **Enrichment / Encore**
  - **May be scheduled** in rotations or by **combining** grade levels, as appropriate

## Remote Day Attendance and Grading

Refer to the [Remote Instruction: Attendance and Grading Guidelines Document](#)

