

**REVISED 1-5-11:** In the event of bad weather that affects school hours, McDowell County School employees will receive a recorded phone message from the Central Office with that information. **Head Start employees will also receive a second message from the HS Director with specific information about our closings/delays.** As always, safety of children and staff are top priority.

**Please follow these procedures if school is cancelled or delayed:**

**Administrative and Custodial Staff will report to work at their regular work time or as soon as it is safe to do so.**

**For Eastfield, Nebo, North Cove, and Old Fort**

Head Start classrooms will follow the schedule for the school where they are located.

**For Early Head Start Staff**

**If there is a 2-hour delay:** The center will open at 8:00 a.m. for paying children, and at 10:30 a.m. for non-paying children. Employees who normally arrive to work at or before 9 a.m. should report to work 2 hours later than usual; employees who normally arrive to work after 9 a.m. should keep their same schedule. All full-time teaching staff will be credited with 7.5 work hours for the day; part-time staff will be credited with 5 hours, and office staff with 8 hours.

**If an entire school day is called off due to bad weather:**

- 1) If it is an annual leave day, the center is closed, no employees work, and staff will have an annual leave (vacation) day deducted from their total. Anyone not having annual leave days may make up the time in no less than 30-minute increments, preferably during the same pay period.
- 2) If it is an optional workday, the center will open at 8:00 a.m. for paying children and at 8:30 a.m. for non-paying children. Employees who normally arrive to work before 8 a.m. should report to work by 8 a.m. Employees who normally arrive to work after 8 a.m. should keep their same schedule.

**For Sugar Hill Staff**

**If there is a 2-hour delay:** The center will open at 8:00 a.m. for paying children and at 10:30 a.m. for non-paying children. Employees who normally arrive to work at or before 9 a.m. should report to work 2 hours later than usual; employees who normally arrive to work after 9 a.m. should keep their same schedule. All full-time teaching staff will be credited with 7.5 work hours for the day; part-time staff will be credited with 5 hours, and office staff with 8 hours.

**If an entire school day is called off due to bad weather:**

- 1) If it is an annual leave day, the center is closed, no employees work, and staff will have an annual leave (vacation) day deducted from their total. Anyone not having annual leave days may make up the time in no less than 30-minute increments, preferably during the same pay period **OR** 10-month employees may work an extra day at the end of the school year.
- 2) If it is an optional workday, the center will be open at 8:00 a.m. for paying children and will not be open to non-paying children. Employees who normally arrive to work before 9 a.m. should report to work 2 hours later than usual; employees who normally arrive to work after 9 a.m. should keep their same schedule. Teachers and assistants who work on optional days should expect to be assigned to supervise children, either in their own classroom or another, depending on availability of extended day assistants.