

**MORGAN COUNTY SCHOOLS  
EMERGENCY OPERATION CODES  
2011-2012**

*The following codes will be used whenever school is going to be closed or delayed:*

- CODE:       A       School is cancelled for Morgan County students today. The following personnel report to work: 261-day central office personnel, maintenance personnel, all custodians, and mechanics. Custodians shall report to work as scheduled by principals. Transportation clerk shall report to work as scheduled by the Transportation Director. Principals shall be responsible for monitoring their schools to be sure they are operational.
- CODE:       AE       Same as code A except only certain schools may be closed as opposed to all schools and custodians will report under the direction of the maintenance supervisor. Custodians not asked to report by the maintenance supervisor should report as directed by their principal.
- CODE:       D       Morgan County Schools are operating on a two-hour delay for students. 261-day central office personnel, maintenance personnel, all custodians and mechanics report to work on regular schedule. All other personnel report to work on delayed schedule.
- CODE:       H       School is cancelled for Morgan County students today. Personnel do not report to work.
- CODE:       W       School is cancelled for Morgan County students today. Personnel report to work.

Employees shall be officially notified of closing or delay via School Messenger or county/school phone tree. Announcements shall also be made through the local media and on the state/county web page.

Pursuant to WV Code 18-5-45, the following non-instructional days shall be scheduled as instructional days as/if needed to comply with the 180 days of instruction requirement – May 25, 29, 30, 31, and June 1, 4, 5, and 6.