

**2016 – 2017 SCHOOL YEAR  
SCHOOL CLOSURE DUE TO INCLEMENT WEATHER  
QUICK REFERENCE**

**MESSAGE 1: School is closed today. Students do not report. Only designated employees report for work. All evening activities (including athletic events) have been postponed.**

**STAFF RESPONSE:**

- Weather Response Team: Report as directed by the WRC.
- Principals: Report to their buildings by 7:00 a.m. or, if necessary, provide emergency building coverage.
- Other Administrators/Confidentials: Do not report unless designated by their supervisor. Designated staff report at their regular time unless directed by a supervisor to report at a different time.
- Teachers: Do not report.
- Classified Employees: Do not report unless designated by their supervisor. Designated staff report at their regular time unless directed by a supervisor to report at a different time.

**MESSAGE 2: Students will report two hours late. Buses will run two hours late and certain bus routes will not run or will run on snow routes two hours later than normal.**

**STAFF RESPONSE:**

- Weather Response Team: Report as directed by the WRC.
- Principals: Report to their buildings by 7:00 a.m. or, if necessary, provide emergency building coverage.
- Other Administrators/Confidentials: Report at their regular time unless directed to report at a different time.
- Teachers: Report two hours after their normal reporting time unless designated to report at a different time.
- Classified Employees: Reporting time determined by Supervisor.

**MESSAGE 3: Students will report two hours late. Buses will run two hours late.**

**STAFF RESPONSE:**

- Weather Response Team: Report as directed by the WRC.
- Principals: Report to their buildings by 7:00 a.m. or, if necessary, provide emergency building coverage.
- Other Administrators/Confidentials: Report at their regular time unless directed to report at a different time.
- Teachers: Report two hours after their normal reporting time unless designated to report at a different time.
- Classified Employees: Reporting time determined by Supervisor.

**MESSAGE 4: Schools are open but certain bus routes will not run or will run on snow routes due to hazardous road conditions.**

**STAFF RESPONSE:**

- All staff report at regular times.

**MESSAGE 5: School is open and operating on a regular schedule.**

**STAFF RESPONSE:**

- All staff report at regular times.