

**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.