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## School Winter Weather Closings and Delays Announcement for the 2011-12 School Year

When weather conditions cause a change in school schedules, local media are notified (usually by 5:45 a.m.) so the change may be announced as soon as reasonably possible. We will continue to use AlertNow to call parents and staff. Please make sure you notify the appropriate person at school if you are a new employee or if your telephone number has changed. Staff members are strongly encouraged to check other information sources (local media, web postings, etc.). Our rapid notification system is not perfect and can be impacted by several factors. Staff members should check other sources when appropriate. When it is necessary to change the school schedule, one of five announcements will be made.

1. **School Closed – Optional Workday** – Schools will be closed for students. However, faculty and staff have the option of reporting to work or taking an annual leave day.
2. **School Closed – Annual Leave Day** – Schools will be closed for students. Ten month employees will have an annual leave day deducted from their allotment and should not report to work. Eleven and twelve month employees may use annual leave or report to work.
3. **Closed (or No Day)** – Schools will be closed for students and all staff. Staff may only work with the prior approval of the Superintendent, Associate Superintendent, Principal or appropriate system-level administrator. This day is rarely used. However, it may be used when annual leave days and workdays have been exhausted or are nearly exhausted. It may also be used in situations in which the weather is extremely dangerous and the school district believes employees risk injury if they attempt to report to work.
4. **Two-Hour Delay** – Buses will operate two hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a two-hour delay, school buildings will be opened on the normal operating schedule so parents may leave children at school. Students arriving at the normal time should report to their first class or the school's designated area. Regular class schedules will begin two hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.
5. **Three-Hour Delay** – Buses will operate three hours later than their regular schedule for morning bus runs. Buses will not run on icy roads. In the afternoon, buses will operate their normal time and route schedules to the extent roads can be safely traveled. When there is a three-hour delay, school buildings will be opened on the normal operating schedule so parents may leave children at school. Students arriving at the normal time should report to their first class or the school's designated area. Regular class schedules will begin three hours later than the normal schedule. Faculty and staff should report to work on the normal schedule.